

**UCI Student Life And Leadership
PAL Card Reconciliation Form**
[Purchasing Methods Guide](#)

Program Title: _____

*KFS Account #	Sub Acct #	Object	Sub-Object	Project	Org. Ref. Id	*Amount

*required field

If split funded with another SLL department, complete the additional accounting line below:

*KFS Account #	Sub Acct #	Object	Sub-Object	Project	Org. Ref. Id	*Amount

*required field

Vendor Name	Purchased By	Extension #
Receipt Date	<input type="checkbox"/> On Site Purchase <input type="checkbox"/> Phone / Web Order	

(List items or check if list is attached)

Item #	QTY	Unit	Description	Unit Price	Total Price
1					
2					
3					
4					
5					
6					

* Please attach supporting documentation (i.e. invoice, agenda, flyer, sign-in sheet, recipient list, copy of print order, receipt, etc.) If food was purchased, why was it necessary to complete the order of business? Food provided over a meal time needs further justification. A sign-in sheet is required as supporting documentation for all food purchases.

* Gifts and gift cards are not allowed on PAL Card.

Total	
Subtotal	
Tax	
Shipping	
Miscellaneous	
Total Amount	
Use Tax (BSO Only)	

TAX EXEMPT ITEMS

1. Subscriptions, memberships, registration fees, maintenance services and software downloads are some examples of purchases exempt from CA sales tax.

Please describe the purchase and explain why it was necessary to conduct university business (400 characters max):

Non-PAL Card
 Holder Name Printed _____ Date _____
 PAL Card User Name Printed _____
 PAL Card User Signature _____ Date _____
 Authorized Signature _____ Date _____