



PennState

MatSE PURCHASING CARD SUPPORT FORM

To Be Completed by The Cardholder

Cardholder Name:

Access ID/Email:

Purpose (Choose One): Office Supply* Lab Supply* Equipment**

Capital Fabricated Equipment: Fab # _____**

Other: _____

*Office supplies cannot be purchased on research funds. If you are purchasing an office supply being used for research, you will need to justify the reason below and be specific about its use within the lab.

**Any item being added to equipment worth over \$5k and being charged as fabricated capital equipment requires a fabrication number.

Vendor:

Item Description (What):

Where will the item be stored/used:

Who will be using the item:

When will the item be used:

Why is this item needed:

How does this purchase relate to the intention of the funding:

Account(s) & Amounts To Be Charged

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Additional Comments: