



Controller's Office
P-Card Purchasing Shared Service Form

Requester Information

Name		USC ID	
Email		Phone Number	

Purchase Information

Merchant		Amount	
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Description of Purchase:

Note: Please be aware of possible price variances due to shipping, tax, dynamic pricing, processing fees, etc.

Price above includes sales tax Yes No

Chartfield

Operating Unit	Department	Fund	Account	Class	PC Bus. Unit	Project	Activity	Cost Share

Note: Department approval should follow the workflow approver for the department listed above, consistent with Requisitions, Payment Requests, and Expense Reports.

Requestor Printed Name

Signature

Date

Level 1 Approval Printed Name
(If using USCSP, PI required)

Signature

Date

Level 2 Approver Printed Name

Signature

Date

Dean, Chancellor, or VP Signature (if required)

Use the [Department Approval Query Quick Reference](#) to access the **SC_SECURITY_DEPT_APPROVER** query in PeopleSoft Finance to find departmental approvals by Chartfield.