



**Washington University in St. Louis**  
**Procurement Card Program**  
**Additional Supporting Documentation Form**

(Last Updated 1/9/04)

**Date of Event:** \_\_\_\_\_ **Transaction Amount:** \_\_\_\_\_

**Place of Event:** \_\_\_\_\_

**Specific business/project purpose of the event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Relevance of the event to advancing the mission of the University and expected benefit to be derived:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Names, titles, and relationships of the people in attendance to the University and/or sponsored project. For large parties or receptions (12 or more attendees), the number of people in attendance and the makeup of the group is acceptable:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dean's Level Approval (require on all entertainment and social expense greater than \$50):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Original receipt or invoice containing details (not just totals) must be attached.**