

PURCHASING CARD SUPPORT FORM

This form is **required** with the ServiceNow Reimburse/Reconcile Travel or Goods & Services request.
Use of this form is **optional** if cardholder is creating an expense report directly in SAP Concur.

To Be Completed by Cardholder

Cardholder Name: _____

Vendor: _____

Detailed Description:

Include: Who, what, when, where, and why

Accounts to be Charged

Cost Object Type*	Cost Object #	GL Account #/Expense Type	Amount or Percentage

Note: See the [Crosswalk - GL Account to Concur Expense Types](#) list for the appropriate GL/Expense type.

IF CREDIT: Original SAP Concur Report Number #: _____

IF DUPLICATE CHARGE: Original Document #: _____

Credit to Correct Duplicate Document #: _____

Comments:

Note: If submitting to the T&E Hub to create expense report, receipts must be uploaded to the ServiceNow Reimburse/Reconcile Travel or Goods & Services request

Note: If cardholder is submitting their own expense report, receipts are to be uploaded to the expense report in SAP Concur.