**PCard Description & Public Purpose Templates**

Descriptions:Copy **BOLD** text, after the **( : ),** and paste into corresponding line on Billing Tab, edit as needed.

Public Purpose: Copy all non-bold text and paste into corresponding Public Purpose text box on Transaction Tab (click conversation bubble), edit as needed.

**COMMON & REOCCURING:**

**A-Check Global: Background Check, J. Smith, INV#**

Background check services for (1) new Financial Administration, Agassiz Service Team employee. Jane Smith was hired as a Coordinator, Intermediate with a start date of 9/1/2020. This is a safety-security position.

Speedchart: Account: 750158

**(xx) Background Checks, INV#**

Background check services for (5) new Financial Administration, Agassiz Service Team employees, hired as Finance Specialist, Seniors’ with a start date of 9/1/2020. These are safety-security positions.

Speedchart: Account: 750158

**Facebook.com: [Instagram/Facebook] Admissions marketing campaign [date range]**

Facebook.com: Instagram "Social Yield" marketing campaign for NAU Undergrad Admissions, from 12/11-22/2017. Charged based on clicks - 24,504 for this period. Approved by VP and initiated by NAU Marketing.

Speedchart: Account: 750110

**Ads to drive traffic to NAU website, Oct. 2019**

SnapChat: Marketing Ad campaign to drive traffic to NAU website for the month of October 2019. Approved by VP and initiated by NAU Marketing.

Speedchart: Account: 750110

**Konica Minolta: 1st Qtr Copier Rental & Color Copies, UA**

Konica Minolta Quarterly invoice for copier/printer/scanner rental from 3/20/20-6/19/2020, and color copy charges from 12/20/19-3/19/2020. Includes labor, parts & supplies. University Admissions recruitment office, used by all staff, building 60 – INV#

Speedchart:Account: 730350

**NAU Bookstore: (1) $50 gift card, STL Survey Incentive**

NAU Bookstore: Purchased (1) $50 Gift card for the fall 2019 Student Life Welcome Week Survey. The gift card is used as a participation incentive. Tracking and auditing of recipient logs will be completed by department business office once the cards have been distributed.

Speedchart: Account: 730110

**Blanket Justification to Policy #\_\_\_\_\_\_\_\_\_: approval for this purchase - on file with the Comptroller's office and the Service Team.**

**Verizon Wireless: (3) JetPacks for CSA IT, INV#**

Verizon Wireless monthly WiFi access for (1) JetPack - HotSpot, provides connectivity for the Support Systems Analyst, Sr. for Campus Services and Activities to remotely troubleshoot and administer mission critical systems when no internet is available; (1) Loner JetPacks checked out to departments when staff travel or are required to work from home; (1) JacksPack for Associate Director to complete job functions. From 3/24-4/23/2020.

Speedchart: Account: 730400

**FOOD PURCHASES:**

**Bashas: food platters & bottled water, Grad Student Job Fair-CEIAS**

Purchased (5) cases of Smart Water, (3) vegetable and ranch dip platters, and (4) platters of meat/cheese sliders for the summer 2020 College of Engineering, Informatic, and Applied Sciences (CEIAS) Graduate Student Job Fair on 5/15/2020 from 11AM-3PM, in the duBois Center-Aspen A/B. Food and bottled water are provided for the (52) registered vendors & cooperate recruiters in the Hospitality Room, Aspen C.

Business Meal/Food Purchase Authorization and On-Campus Food Waiver (Sodexo is closed from 5/12-6/2) are attached.

Speedchart: Account: 759220

**Blanket Justification to Policy #\_\_\_\_\_\_\_\_\_: approval for this purchase - on file with the Comptroller's office and the Service Team.**

**igourmet.com: (5) specialty cheeses, class supplies for HRM123**

Purchased (5) wheels of specialty cheeses, of various sizes, for (2) sections of HRM123-Cheese Pairing, fall 2019, from igourget.com. HRM123 is a course for hospitality major to explore and taste various specialty cheeses of the world and what wine and food pairings best match and enhance their flavor profiles. Sections fill with 25 students each semester.

 (1)-5lb. Tete de Moine – sharp Swiss, Switzerland

 (1)-7lb. French Raclette – semi-soft, France

 (1)-5lb. Gruyere – Switzerland

 (1)-7lb. Vacherin Fribourgeois – Switzerland

 (1)-5lb. Comte, aged 12 mo. – France

Speedchart: Account: 730220

**Sodexo: Catered Snacks, fall 2019 Purchasing & ITS/VPAT Training**

NAU Catering: Purchased light snacks for attendees of the fall 2019 Contracting, Purchasing and Risk Management & Technology Purchase training held on September 5th, 2019. This training is sponsored by Business & Support Services with representatives from CPRM; Disability Resources; and ITS who present on the university policies and business processes concerning technology purchases - hardware & software.

This training is held once per academic semester. Business Meal/Food Purchase Authorization attached.

Speedchart: Account: 759225

**OFFICE & OTHER SUPPLIES:**

**Amazon.com: Laptop sleeves & phone headsets for Service Team staff**

Purchased laptop sleeves and phone headsets for the prototype service team staff, both financials (8) and HR (4), to use with their new work laptops while completing regular job functions as part of shared service delivery. VP’s purchase authorization is attached. Expense to be split with HR, see breakdown below:

 Financials Speedchart: 4030200F25, Account Code: 730110 TOTAL: $783.92

 (8) - Sennheiser SC 75 USB MS Business Headset with Microphone ($640)

 (8) - Kizuna Laptop sleeves - water resistant & shock proof ($143.92)

 HR Speedchart: 4200200F25, Account Code: 730110 TOTAL: $391.96

 (4) - Sennheiser SC 75 USB MS Business Headset with Microphone ($320)

 (4) - Kizuna Laptop sleeves - water resistant & shock proof ($71.96)

**Home Depot: Tools for CENE486 concrete canoe**

Purchased tools for students enrolled in CENE486-Civil and Environmental Engineering to construct a concrete canoe as their annual senior engineering design course project. The canoe will be constructed and housed in the Civil Engineering, Construction Management and Environmental Engineering (CECMEE) Field station.

1. Ridgid 9AMP corded 1/2in. spade handle mud mixer
2. Ryobi 2.6AMP corded 5 in. random orbital sander
3. 2-pack pleated paper filter for 5.0 gal. wet dry vac

Speedchart: Account:

**Staples.com: Office Supplies, NUR faculty/staff, Tucson Campus**

Office supplies for School of Nursing faculty & staff to use in completing job functions at the Tucson Pima College campus, spring 2020: (5)-1GB flash drives, (10) writing pads-legal size, (2)-15 packs AA batteries, (3)-4 packs dry erase markers, (1) ruler, (4) boxes binder clips-various sizes.

Speedchart: Account: 730100

**TRAVEL RELATED:**

**Conference Registration for S. Smith, ITSC**

Registration for Susan Smith to attend the International Transfer Student Conference (ITSC) in Los Angeles, CA from 9/26-10/1/2019. Conference is a professional development opportunity in conjunction with her position as a Transfer Admissions Officer.

Speedchart: Account: 759130

**RT shuttle for S. Smith, FLG-PHX**

Groome Shuttle: RT shuttle from NAU to Phoenix Sky Harbor Airport for Susan Smith’s flight from PHX to Los Angeles, CA to attend International Transfer Student Conference (ITSC) in conjunction with her position as a Transfer Admissions Officer, 9/26-10/1/2019.

Speedchart:Account: 760

**RT airfare for S. Smith, PHX-ONT**

Southwest.com: RT airfare for Susan Smith from PHX to ONT, Ontario Int’l Airport (Los Angeles, CA) to attend the International Transfer Student Conference (ITSC), 9/26-10/1/2019. Conference is a professional development opportunity in conjunction with her position as a Transfer Admissions Officer.

Speedchart:Account: 760

**Taxi for S. Smith, airport-hotel, ITSC Conf.**

AAA Taxi: 1-way taxi service for Susan Smith from Ontario Int’l Airport (Los Angeles, CA) to Fairfield Inn-Anaheim Hills, where she is staying while attending the International Transfer Student Conference (ITSC) in conjunction with her position as a Transfer Admissions Officer, 9/26-10/1/2019.

Speedchart:Account: 760

**(5) nights lodging for S. Smith, ITSC Conf.**

Fairfield Inn-Anaheim Hills: (5) nights lodging for Susan Smith’s stay in Los Angeles, CA while attending the International Transfer Student Conference (ITSC) in conjunction with her position as a Transfer Admissions Officer, 9/26-10/1/2019.

Speedchart:Account: 760

**GRANT PURCHSES:**

Use similar formatting and verbiage from above examples, but include at least one statement about the project and how the purchase supports the project, for example:

*…purchase supports the [research or grant] project - [insert name of grant or research project]
of [program or faculty PI name].*

Be sure to reference the Grant Award Notification (GAN) or other project specific language requirements. The Office of Sponsored Projects (OSP) is also an excellent resource to assist in determining required and/or recommended language.