



**Controller's Office
P-Card Purchasing Shared Service Form**

Requester Information

Name		USC ID	
Email		Phone Number	

Purchase Information

Merchant		Amount	
Description of Purchase:			
<p>Note: Please be aware of possible price variances due to shipping, tax, dynamic pricing, processing fees, etc.</p>			

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.