UNIVERSITY OF MICHIGAN
DIVISION OF STUDENT AFFAIRS

P-Card Memo

Cardholder Name

Cardholder phone 763-4186

Cardholder Email

Project Name

Shortcode

Trip No.

If Shortcode not available

Fund

Dept

Program

Class

Proj/Grant

Vendor

Amount

Transaction No.

Sequence

Trans. Date

Description of Purchase (what? who for? why?)

Cardholder Signature

Approval Signature

Cardholder Name

Approval Name