



COLUMBIA | SIPA

School of International and Public Affairs

P-Card Request Form

Date: _____

Requested by: _____

Department/Unit: _____

Vendor Used: _____

Description of Purchase

Hotel/Transportation

Conference Fees

Books

Subscriptions/Memberships

Advertising

Supplies

Miscellaneous

If other, please provide detailed description:

Estimated Cost: _____

Chart String to Charge

Department #	Project #	Initiative	Segment

*****In addition to this form, please submit receipt/confirmation emails and other back-up documentation to the Business Office at sipa_buisnessoffice@columbia.edu*****

Signature: _____

To be filled by Business Office

Approved by: _____