

**ENERGY BOOST SEED GRANT
P-CARD TRANSACTION(S) CHECKLIST**

Submit Form to
jasmine.henry@siu.edu
Advanced Energy Institute

1. Submitted By:*	
2. Current Date:	
3. Cardholder Name:	
4. Attached Transaction Detail Report?	
5. Attached Photocopy of Receipt?	
6. P-card Used During Travel?	YES N/A
a. Attached Approved Travel Voucher:	YES N/A clear
b. Traveler's First/Last Name:	
7. Enter Chemical Location:	
*Submit on or before the end of each month.	

FISCAL OFFICER/DELEGATE SIGNATURE Advanced Energy Institute	Date