

# Purchasing Card Emergency Response Purchase Form

UNT SYSTEM™  
Office of Procurement

This form is required for all purchases made under the Purchasing Card Emergency Response Program. This form is not required prior to purchase but must be completed and attached to each emergency response purchase on the card holder's PCard report. **All fields must be complete and accurate.**

Dept Name

Chartstring

Cardholder Name

EMPLID

Last 4 Digits  
of Card

Vendor

Purchase Date

Purchase  
Amount

Purchase Description and Quantities

Emergency Purchase Justification

Emergency Event Type

Dept Head Name

Dept Head Signature

Cardholder Name

Cardholder Signature