



Mississippi Valley State University

P & T - Card Purpose Label Form

Attach All Receipts	All purchases that can be construed to be of a personal nature must have this form filled out	JUSTIFICATION OR REASON FOR PURCHASE
DO NOT STAPLE	Because these cards are state issued State Procurement Card “Individuals can and will be held personally liable for such purchases” if the purchases are not justifiable.	Complete section below
	Person requesting item(s):	
	Location of item(s): if they are commodities	
	Purpose of item(s)	