



Central Connecticut State University Purchasing Card Reallocation Form

The Purchasing Card Reallocation Form is designed to transfer a Purchasing Card transaction from one Banner Index to another with proper documentation and authorization.

Request must be received no later than fifteen (15) working days from the close of the billing cycle (last week day of the month).

You are only allowed to reallocate charges within the current billing cycle.

Omitting any of the required information will prevent the request from being processed.

Requests not received in a timely manner will be returned and a Journal Voucher will need to be completed.

Please retain a copy of the completed form with signatures for audit purposes.

Cardholder Name: _____

P-Card Number (last 4 digits): _____

Vendor: _____

Transaction Date: _____

Amount: _____

Current Banner Index: _____

Banner Index to charge: _____

For multiple transactions to be reallocated, please list below:

P-Card # (last 4)	Cardholder Name	Vendor	Transaction Amount	Transaction Date	Current Banner Index	Banner Index To Charge
----------------------	--------------------	--------	-----------------------	---------------------	-------------------------	---------------------------

As the cardholder, permission is granted to reallocate the transaction information.

Signature: _____ Date: _____

Please obtain approval from the Budget Manager taking on the expenses.

As Budget Authority for the reallocation account, I authorize the transfer.

Budget Authority Print Name

Signature

Date

To expedite your request, please email this form to PurchasingCard@ccsu.edu. Questions concerning the completion of this form should be directed to Sedina Begic at 22537.