

Cal Poly Pomona Philanthropic Foundation Purchasing Card – Public Relations Expense

For Public Relations expenditures, please complete this form and attach receipt(s) or invoice(s) to this page and include with monthly p-card statement.

Project-Object#:			
Date:			
Recipient Name:			
Description/Persons Attending	Type of Expenditure*	Purpose	Amount
*See Expenditure Policy Grid and refer to corresponding # for type of expenditure.			
Recipient Signature: Date:			

.....Attach Invoice Here.....