

Transaction Justification Procurement Card

When completing a PCard transaction, any information for the "5 W's" that is not contained in the Transaction Details should be entered into the Comments section.

WHERE

The name of the vendor satisfies this requirement.

WHEN

The transaction date provided by the bank and on the receipt satisfies this requirement.

Pcard Transaction Details

Line Details	
Line	1
Description	Cloud Contracting Wkshop
Empl ID	
Name	
Merchant	ICN
Reference	
DA Status	Closed
Card Issuer	VISA
Card Number	
Transaction Amount	USD 1495.00
Transaction Date	05/01/2014
Budget Status	Valid
Chartfield Status	Valid

WHO

List the individual(s) or unit(s) in need of the purchase if for someone other than the cardholder.

Comments & Attachments Find | View All First 1 of 1 Last

Comments Status Active + -

For [redacted], registration for the workshop: "Cloud Contracting: Demystifying the Fog" in Minneapolis, MN July 30-31, 2014. This ICN course targets the contract negotiating side of the new and rapidly evolving world of Cloud computing. The course identifies potential Cloud-contracting problems and sets forth a process to help the IT sourcing professional and his/her internal clients (users, IT, project managers, business managers, executive sponsors, and so forth) prepare and conduct effective negotiations to enable the customer to get better deals and better contracts among the Clouds.

Associated Document

Attachment Attach View Delete [Images](#)

WHAT

Document the item being purchased and the business purpose.

WHY

Document the business purpose or direct benefit to the project if it is not apparent in existing documentation.