



Accounting Business Center

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ONECARD Expense Report Authorization Form

Receipts with MOCODE(s) and PS Account(s), and a detailed business purpose for each transaction must be attached and entered on the Expense Report.

Date of Request:

Cardholder's Name:

Cardholder's Signature:

Total receipts of One Card transactions (must match One Card Expense Report)

Total amount of One Card transactions (must match One Card Expense Report)

Authorized Supervisor Approval

Signature of Approver:

Printed Name of Approver:

Approval Date: