

# Berkeley Card Program: Single-Page Documentation Form

This form satisfies the minimum documentation requirements for bluCard usage. Attach this form along with any additional relevant documentation to Procurement Card transactions in BFS, using the 'Add Comment' feature. Internal Department information (such as the requester or chartstring) can be added under 'Additional notes.'

Name of vendor:

UPS

Date of purchase:

06/06/12

Description / Business Purpose (what was bought and why it was purchased):

Shipping supplies and express delivery charges. Computer and peripherals were sent to a remote location to facilitate field research.

Total amount charged to card:

\$77.22

Additional notes:

Requested by Prof. Jenson via email; paid against 1-56111-20261-11920-43

Click in the box below to add your receipt/invoice:

<p>Shipment Receipt: Page #1 of 1 THIS IS NOT A SHIPPING LABEL. PLEASE SAVE FOR YOUR RECORDS.</p> <p>SHIP DATE: Wed, Jun 6, 2012</p> <p>EXPECTED DELIVERY DATE: FRI, JUN 8, 2012 EOD</p> <p>SHIP FROM: JASON JENSON 1400 G WEST ST APT 10 Union Grove, WI 53182 (482) 556-1265</p> <p>SHIP TO: RUSSELL UNTL SURPLUS-EBAY DEPT P071135 111 RT HOLLY BTP LUMBERTON NJ 08048-1113 Business</p> <p>SHIPPED THROUGH: THE UPS STORE #1761 RACINE WI 53406-4954 (262) 554-7337</p> <p>COMPLETE ONLINE TRACKING: Enter the ID of your package in your web browser (e.g. http://www.ups.com/track) or use the tracking number in the email notification.</p> <p>SHIPMENT ID: MIENTPJ2Y5FJZ</p> <p>SHIPMENT INFORMATION: UPS Ground Commercial 15.0 lbs actual wt (lb/oz) 15.00 lbs billable wt Dims: 25.00x13.00x13.00 Store Packed Declared Value = \$1,000.00 Sig Rec (u/Relv Confir) E-mail Notification: Deliver Pack and Ship Promise Tracking Number: 1Z47989R4269348185 Shipment ID: MIENTPJ2Y5FJZ Order/Item #: - - Ref#: - -</p> <p>SHIPMENT CHARGES: Ground Commercial \$14.66 Service Options \$21.05 Fuel Surcharge \$1.52 CMS Processing Fee \$0.38 Total \$37.16</p>	<p>The UPS Store - #1761 2310 S GREEN BAY RD STE C, RACINE, WI 53406 (262) 554-7337</p> <p>06/06/12 02:20 PM</p> <p>We are the one stop for all your shipping, postal and business needs.</p> <p>Track your package at www.theupsstorelocal.com/1761</p> <p>001 500098 (002) T1 \$ 6.90 24x12x12 box 002 500185 (009) ****S**** T1 \$ 3.43 24x12x12 Mat Std 003 500191 (016) ****S**** T0 \$ 5.06 24x12x12 Serv Std 005 500269 (002) T1 \$ 1.99 Secure Shrink 006 500270 (009) ****S**** T1 \$ 1.12 Std. Materials 007 500271 (016) ****S**** T0 \$ 2.10 Std. Service Fee 008 001040 (001) T0 \$ 37.16 Ground Commercial Tracking# 1Z47989R4269348185 009 001040 (001) T0 \$ 18.77 Ground Commercial Tracking# 1Z47989R4269348185</p> <p>SubTotal \$ 76.53 WI Sales Tax (T1) \$ 0.69 Total \$ 77.22</p> <p>ACCOUNT NUMBER * VISA \$ 77.22 Appr Code: (S) Sale *****3507</p> <p>Receipt ID: 63341323762793888462 006 Items CSH: David Tran: 2531 Reg: 001</p>
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