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:

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