BYU - College of Life Sciences Dean's Office
Description and Business Purpose of Card Usage

Please indicate the following:
The name of the full-time person who is authorizing the purchase:

________________________________________________________

A description of what the specific product or service is:

________________________________________________________

Why is it being purchased (business purpose)?

________________________________________________________

Estimated amount of purchase: $_____________________

Chart field to be charged: _____________________________ - _____________________________

Signature of person actually making purchase: __________________________ Date: ______________

Note: Please attach this form to the receipt when turning it into the card custodian.

BYU - College of Life Sciences Dean's Office
Description and Business Purpose of Card Usage

Please indicate the following:
The name of the full-time person who is authorizing the purchase:

________________________________________________________

A description of what the specific product or service is:

________________________________________________________

Why is it being purchased (business purpose)?

________________________________________________________

Estimated amount of purchase: $_____________________

Chart field to be charged: _____________________________ - _____________________________

Signature of person actually making purchase: __________________________ Date: ______________

Note: Please attach this form to the receipt when turning it into the card custodian.