

BYU - College of Life Sciences Dean's Office

Description and Business Purpose of Card Usage

Campus Card VisaCard

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

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