

BluCard Worksheet

Card transactions must be reconciled within 5 days of a purchase. Attach an itemized receipt, and provide the business purpose for the purchase and how the goods benefit your group and Berkeley Law. Services cannot be purchased with a procurement card. If you have any questions-or require exceptional approval, contact Berkeley Law Business Services, inquiries@law.berkeley.edu as soon as possible before purchase.

| Cardholder Name: | | |
|------------------------|------------|---------|
| Date of Receipt: | Total Cost | Vendor: |
| Description of Evanso | | |
| Description of Expense | | |
| Business Purpose: | | |
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| | | |

Chartstring:

| BU | Account | Fund | Dept. | Program | CF1 | CF2 |
|----|---------|------|-------|---------|-----|-----|
| 1 | | | | | | |

Please provide an Electronic Certified or Wet Signature:

COA Departmental Approval Signature

date

Exceptional Approval:

Shivani Bhatia Assistant Dean of Finance date

Erwin Chemerinsky Dean of Berkeley Law date