

BluCard Worksheet

Please reconcile card transactions with 5 days of a purchase, attach an itemized receipt, and provide the business purpose for the purchase. Services cannot be purchased with a procurement card. If you have any questions, please contact Berkeley Law Business Services, inquiries@law.berkeley.edu

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

Chartstring:

BU	Account	Fund	Dept.	Program	CF1	CF2
1						

Please provide an Electronic Certified or Wet Signature:

_____ date
 COA Departmental Approval Signature

Exceptional Approval:

_____ date
 Shivani Bhatia, Assistant Dean and CFO
 Assistant Dean and CFO

_____ date
 Erwin Chemerinsky
 Dean of Berkeley Law