

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:

Card Holder's Name:

Date of purchase:

Description / Business Purpose (what was bought and why it was purchased):

Total amount charged to card:

Additional notes:

Click in the box below to add your receipt/invoice: