

# PURCHASING RECEIPT FORM

Student Name \_\_\_\_\_ NetID \_\_\_\_\_ Date \_\_\_\_\_

Purchased for (faculty supervisor) \_\_\_\_\_ Last 4 Digits of Card \_\_\_\_\_

Account Charged \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Is it for research, or experiential learning, or both?)

Business Purpose \_\_\_\_\_

One form can be used for all transactions with the **same** business purpose and account charged

| STORE NAME | ITEMS PURCHASED | AMOUNT                |
|------------|-----------------|-----------------------|
| _____      | _____           | \$ _____              |
| _____      | _____           | \$ _____              |
| _____      | _____           | \$ _____              |
| _____      | _____           | \$ _____              |
| _____      | _____           | \$ _____              |
|            |                 | <b>TOTAL</b> \$ _____ |

Supervisor Signature \_\_\_\_\_

email this signed form and receipts to [pws-secretary@byu.edu](mailto:pws-secretary@byu.edu) **BEFORE** returning card to the office