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| **Attach Receipt (s)** | **Club Card Purchase Instructions:  Online purchases must be made with card user. Food purchases must attach an itemized receipt and roster of attendees.  Restaurant purchases must list meals chosen by each person, or attach a menu with circled items/prices. Also only a 15% tip is allowable. Pre-payment purchases must request exception from Director of BAO (Michelle Meyer) prior to purchase.** |
| **Card User Name:** |
| **Club/Department:** |
| **Index # (SAC Account):** |
| **Account Code:** |
| **Title and Date of Event:** |
| **What did you buy?** |
| **Total amount from each vendor (if multiple purchases were made):** |
| **TOTAL Amount:** |
| **Card User Signature** |