

THE LAWRENCE HALL OF SCIENCE

bluCard Authorization and Receipt of Goods/Service Form

CAG (for filing purposes only) Yes <input type="checkbox"/> No <input type="checkbox"/>	Request Date:	Due Date:	Purchase Date:	Fiscal Year	UC Vendor # if known (Order may be need to be processed as a PO):	BB Requisition #:
BB Super Shopper/Requester of Goods:					Person Receiving Goods/Services (if different from requester):	
Dept. Authorized Approval (i.e. PI/PD/Executive Group Director):					Signature Approval:	
Secondary Authorized Approval: (Optional)					Signature Approval:	
Financial Analyst Approval:					Signature Approval:	

VENDOR NAME:	Charging a Contract/Grant? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, list budget line item: PC BU <u>GM100</u> Project # _____ Activity Code <u>01</u> Non C&G -Is this expense approved for FY25-26? YES NO If no, attach explanation how your budget will accomodate this expense
Business Reason:	Use Tax Incurred? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Goods/Services (Use additional sheets if necessary):	<u>Subtotal</u> + <u>Shipping</u> + <u>Tax</u> + <u>Use Tax</u> = <u>Order Total</u>
	<u>Subtotal</u> + <u>Shipping</u> + <u>Tax</u> + <u>Use Tax</u> = <u>Order Total</u>
	<u>Subtotal</u> + <u>Shipping</u> + <u>Tax</u> + <u>Use Tax</u> = <u>Order Total</u>
Comments: Link sent to LHSBUY@berkeley.edu Date Sent: _____	<u>Subtotal</u> + <u>Shipping</u> + <u>Tax</u> + <u>Use Tax</u> = <u>Order Total</u>
	<u>Subtotal</u> + <u>Shipping</u> + <u>Tax</u> + <u>Use Tax</u> = <u>Order Total</u>
	<u>Subtotal</u> + <u>Shipping</u> + <u>Tax</u> + <u>Use Tax</u> = <u>Order Total</u>

CHART OF ACCOUNTS DISTRIBUTION: (Note: Approved amount does not include shipping & tax)

Bus Unit	Account	Fund	Department	Program	Chartfield 1	Chartfield 2	Approved Subtotal
10000							
10000							
10000							

FOR LHS BLUCARD HOLDER USE ONLY

Cardholder Name:	Cardholder Signature:	Date Req Entered in BB (Optional):	Date Submitted to Verifier:
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FOR BUSINESS ADMINISTRATION OFFICE USE ONLY

BFS Clear Date:	Audit & BFS Approval Date:	Verifier/Approver Initials:	BearBuy CC #:
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