Send copy of receipt(s) and form to Chair (if applicable) for approval. Email completed form and receipts to eleanor\_roberts@byu.edu.

|  |  |
| --- | --- |
| Name |  |
| Committee/Category |  |
| Approved by (Signature) |  |
| Send Check to (Name) |  |
| Address |  |
| City/State/Zip |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| Description of Purchase |  | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Treasurer Use Only | | | | | | |
| Check Number |  | | Amount |  | Date |  |
|  | |  | | | | |