

## Express Card — Business Purpose Description Examples

WEAK DESCRIPTION	SOLID DESCRIPTION
Supplies for LGBT RC	Desk organizer, letter trays, file folders and pens for LGBT RC Asst. Director Maribel Gomez; printer for LGBT student workstation
Magazine subscription	2-year subscription (Sept 2013-August 2015) to “Ebony” magazine (10 issues/year) for the BRC library
*HACU conference registration	*Early-bird conference registration fee for RRC Director Gerardo Arellano to attend HACU (Hispanic Assn of Colleges & Universities) annual conference in Miami, FL October 10-12, 2015.
**Program snacks	**Refreshments for “Smart Start” program held at the Women’s Center 11/19/2014.
WACUBO membership	Annual membership dues for WACUBO/Western Assn of College & University Business Officers for Beverly Randez, EVC Business Officer (Jan-Dec 2015). Invoice # 6WJZ-45S

*\* Use Express Card for conference registration only in cases when no other travel*

*\*\* Only cardholders who have been notified that their cards are approved to purchase refreshments for student programmatic activity may do so. Express Card MAY NOT be used to purchase refreshments for meetings or hosted events (use Travel Card instead)*

### BUSINESS PURPOSE DESCRIPTION DETAILS

- Please include dates, conference/membership term dates, invoice #s (if applicable)
- Spell out acronyms (unless internal to UCSD)
- *Supplies*: What are they? Why are they needed? Who are they for?
- *Subscriptions*: Publication title, term of subscription (dates), purpose (e.g., library)
- *Conference (local conf. only)*: Organization name, dates, location & registrant name
- *Membership*: Organization name, term (dates), for whom

### ATTACHMENTS

- Should be itemized receipts or invoices that reflect proof of payment – estimates, quotes & order confirmations are not considered appropriate documentation
- Upload supporting docs (program flyer, conference homepage PDF, etc.) as applicable
- Remember to attach packing slips, etc. to indicate items received, by whom & date (no need to retain paper copy once uploaded)