

## 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

### 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 receipts or invoices – estimates/quotes are not appropriate documentation
- Upload program flyer, conference home page, etc. as applicable (supporting docs)
- Remember to attach packing slips, etc. afterwards indicating items received, by whom & date (no need to retain paper copy once uploaded)