

BL # Buyer's Log Request

Vendor Name: _____

Amount: _____

Date of Event: _____

Anticipated date of Invoice: _____

Description/Purpose _____

Code(s) to charge: (Indicates required number of digits)

Fund (4)	E	Func (4)	Obj (4)	Fac (4)	Project (5)	SubProject (5)	Program (5)	Amount
	E							
	E							
	E							

Requestor's Name: _____

Department: _____

Department Approval: _____

Finance Approval: _____

You must attach copy of leave forms, rate quotes, board minutes, etc. Return receipts to finance upon use or completion of travel.

Finance to complete:

Visa Credit Card No. _____

* _____

Exp. Date _____