

Cardholder Name _____ De: _____

Weber State University Purchasing

	Date	Supplier	WSU Business
1			
2			
3			
4			
5			
6			
7			
8			

If a reallocation is to be made, enter information on the form and send a copy to the purchasing department. When reallocating to an account outside your department, the approving supervisor must be notified. This log, receipts, and statement must be retained for four (4) years from the date of the purchase.