



PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

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VISA CARD AUTHORIZATION

The UBC Department VISA card may be used for the following:

- **Booking travel for UBC guests, non-employees, and students**
- **Group travel expenses (ie: moots, experiential learning etc)**
- **One-time, non-recurring purchases of goods below \$500.**

Step 1: Please complete the following details:

| | |
|------------------------------|--|
| Name: | |
| Date of use: | |
| Description of expense: | |
| Unit: | |
| Total Cost: | |
| Worktag to charge: | |
| Worktag Manager's Signature: | |

Step 2: AUTHORIZATION – The above expense is authorized to be charged to Law's VISA card.

| | |
|---------------------------|--|
| Credit card number: | |
| Expiry date: | |
| Card holder: | |
| Signature of card holder: | |

Step 3: RECEIPTS & RECONCILIATION:

After using Law's VISA Card, please submit your receipt(s) to the VISA card holder for reconciliation purposes.