



# PETER A. ALLARD SCHOOL OF LAW

THE UNIVERSITY OF BRITISH COLUMBIA

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## VISA CARD AUTHORIZATION

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**Please complete this form and attached to receipts/invoices for credit card reconciliation**

Name: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Item or Service Charged: \_\_\_\_\_

Purpose of Charge: \_\_\_\_\_

Company: \_\_\_\_\_

Total Cost: \_\_\_\_\_

WorkTag to charge: \_\_\_\_\_

WorkTag Manager Signature: \_\_\_\_\_

**Note:** *the Department Visa card and/or PCARD can be used only for the following travel:*

- *Non-UBC employed travelers (i.e., graduate students, visiting lecturers, departmental recruiting, or other staff INELIGIBLE for a personal UBC Corporate Card)*
- *Group travel expenses (such as moots)*
- *Hotel expenses for guests of the University*
- *One-time, non-recurring purchases of goods \$500 and lower, exceptions to this threshold amount should be reviewed and confirmed with the finance manager.*

### AUTHORIZATION

**The above expense is authorized to be charge to Law's department VISA card**

**Card No:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

**Card Holder:** \_\_\_\_\_

**Signature of card holder:** \_\_\_\_\_