

CBA Card

PURCHASE SUMMARY



Please complete this form after making a purchase using the departmental CBA card.

General Purchase Details

NAME: _____

TRAVEL DESTINATION: _____

ITEM(S) PURCHASED: _____
✕ Please provide a brief description of the item(s) purchased.

PURPOSE OF TRIP: _____

PURCHASING ACCOUNT: _____
✕ If you are not sure which account will be used, leave this field blank.

This purchase will use Professional Development funding.

Purchase Components

Hotel

If this purchase includes a hotel reservation, complete the fields below:

CHECK-IN/CHECK-OUT DATES: _____

HOTEL NAME/LOCATION: _____

Airfare

If this purchase includes airline tickets, complete the fields below:

AIRLINE NAME: _____

ARRIVAL/DEPARTURE DATES: _____

LOCAL/DESTINATION AIRPORT: _____

Rental Car

If this purchase includes a rental car, complete the fields below:

RENTAL CAR PROVIDER: _____

CHECK-OUT/RETURN DATES: _____

Additional Notes

- ✕ Itemized receipts must be included for all purchases. **Please do not tape the receipts to a piece of paper.**
- ✕ Purchases may not include Texas sales tax.
- ✕ Do not use the CBA card for conference registration or purchases beyond the categories specified above.
- ✕ If staying in a hotel within the state of Texas, you must present a Texas Hotel Occupancy Tax Exemption Form and a Sales Tax Exemption Form during the purchasing process.

ACCOUNTING STAFF USE ONLY
PO# _____
CR# _____
OC _____