

# BGSO Expenditure Approval Form

## Department of Biochemistry

Submit to Biochemistry Executive Staff Assistant, currently Ryan Duncan, 114 Schweitzer Hall for approval, provision of departmental Purchasing Card and copy of the Tax Exempt form.

Name: \_\_\_\_\_ BGSO office: \_\_\_\_\_

### Event

Purpose

Participants (graduate students, faculty, guests, etc.) and estimated number. *[Note that if <10 must be listed by name in documentation of expenses]*

### Items to be purchased and estimated costs:

#### **Reminder: Sales Tax Exemption**

The University is tax exempt and purchases on University accounts should not be charged sales tax. The University's tax exempt number is on the front of each purchasing card. Some suppliers may request a copy of the tax exempt form. A copy can be found at

[www.umssystem.edu/ums/departments/fa/management/travel/tr108.htm](http://www.umssystem.edu/ums/departments/fa/management/travel/tr108.htm). The cardholder is

responsible for insuring that sales tax is not charged at the time of purchase. **If sales tax is charged by mistake, the cardholder must contact the vendor to request and obtain a refund.**