

BALL STATE UNIVERSITY

DEPARTMENT CARD SIGN-OUT SHEET

Date Signed Out	Printed Name	Signature	Date Returned	Authorized By

Signing above indicates acknowledgement and acceptance that you are authorized to commit funds on behalf of the University and your department through the use of a University Purchasing Card. All expenses made by you must be on behalf of and for the benefit of the University. All original itemized receipts must be returned to the department when the card is returned.