



**SECTION 1: PURCHASER INFORMATION**

Aggie ID: \_\_\_\_\_ Purchaser Name: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Prepared By: \_\_\_\_\_ Contact Info \_\_\_\_\_ Department: \_\_\_\_\_

**SECTION 2: WHO - Attendees and NMSU Business Relationship**

If fewer than 20 attendees, a name and titles of attendees must be listed. If greater than 20 attendees, the type of attendees must be provided. Information establishing individuals' business relationship with the individual incurring the expense must be provided. An announcement or agenda may be substituted for individual names when paying expenses of a large group gathering.

**SECTION 3: WHAT, WHEN and WHERE -**

1. What type of event was held (meeting, conference, training, etc.)
2. What type of expense (meal, refreshment, etc.)
3. Where and when was the event held?

**SECTION 4: WHY - Bona fide business purpose**

**SECTION 5: COST - Attach receipts and complete following information**

# of Planned Participants	Total Cost	Average cost per planned participant (Total Cost/ # of planned participants)

**Campus PCard Purchase - scan with receipt to CCER**  
**Personal Purchase - attach to Reimbursement Voucher with receipt.**