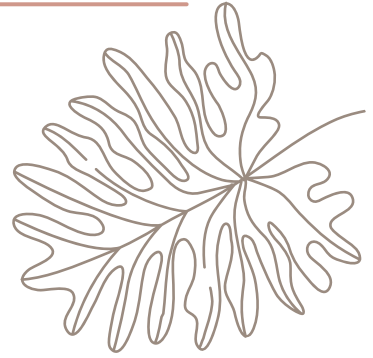


DCard Sign Out Date:

S M T W T F S

Purchase + Overview



Purchaser Name:

Purpose:

Purchase Date:

Total Amount:

Attendee List:

(provide names below or attach class roster)

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Reminders/Checklist:

- DCards may be used for food and related supplies under \$500 in the support of on-campus departmental events or functions. *NO ALCOHOL PURCHASES*
- Inform the supplier that CWRU is exempt from sales and use tax. The tax ID number is provided on the card.
- Original itemized and signature receipts or catering invoice required.

PLEASE DO NOT USE STAPLES OR CLIPS TO ATTACH RECEIPTS

Billing Address:

Case Western Reserve University, Department of Music
10900 Euclid Avenue | Haydn Hall, 201 | Cleveland, Ohio 44106-7105

