



Checklist for bluCard Transactions

When filling out the bluCard Form, please include the following:

- Appropriate Signatures: Any orders that total \$1000 or more must be approved by the AUL/Director of your unit before you place the order. Fax or email approvals are acceptable. (Please obtain the pre-approval before initiating the purchase)

- Vendor Name (not the Broker's name)

- Type of Order (Collections, Supplies, services, etc.)

- Procode and Tag Number

- Valid Chartstring: (Account, Fund, Org. Code, Program)

After the bluCard form is completed and has all of the required information, proceed with the following:

- Send Form with copies of all transaction receipts, packing slips, and invoices (fax accepted) to Purchasing within 5 working days of receiving the bluCard Verification Statement.
- If it is partial order, please send all transaction receipts, packing slips, and invoices to Purchasing within 5 working days of receiving the bluCard Verification Statement. Write your name, corresponding Procode and Tag Number on the receipt. Indicate the status of the order – Complete or Partial (Electronic Order Confirmation accepted, ie. Email or Fax)

***Note- you may need to request an invoice which shows the breakdown of the charges for the entire transaction, if you don't have the receipt.**

Library Purchasing-110 Doe Library Phone: 643-1832; Fax: 642-6086