FOR ATHLETICS USE ONLY:

ACCT # _____

DATE PROCESSED _____

PROCESSED BY _____

TOTAL AMOUNT $ _____

UNIVERSITY OF KENTUCKY ATHLETICS

PURCHASE DETAIL – TICKETS/FACILITIES

Department / Unit _____

Contact Name / Phone # _____

SUMMARY OF ITEMS PURCHASED

_____

_____

_____

BUSINESS PURPOSE

_____

_____

_____

Business Officer Approval / Date _____

ACCOUNT INFORMATION/ATTENDEES

Journal Voucher – Cost Center # _____

Cost Center must be discretionary unless there is an approved exception to charge a non-discretionary cost center.

Attendees

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTES

_____

_____

This form serves as your receipt.

Per campus: This form should be completed and attached to the JV when purchasing athletics tickets or paying for athletics facilities usage. Per BPM E-7-10 Discretionary Expenditures, athletic ticket payments must be made via JV. For season and single game tickets, this form must include the business purpose and list of attendees. For season tickets, the list of attendees must be submitted to Accounting and Financial Reporting services at the end of the season for each game. Questions regarding Discretionary Expenditures or submissions to Accounting and Financial Reporting Services may be directed to Kim Lush at kim.lush@uky.edu or 859-257-6465. Questions regarding tickets should be referred to your ticket contact.