

Procurement Card 

Doc Nbr:	2675087	Status:	FINAL
Initiator:	kfs-sys-user	Created:	12:23 AM 02/09/2014

[expand all](#) [collapse all](#)
* required field

Document Overview [▼ hide](#)

Document Overview

* Description:	9269 / KNIGHT, VIVIAN J	Explanation:
Org. Doc. #:		

Financial Document Detail


Total Amount:	1,800.00
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Accounting Lines [▼ hide](#)

Transaction #1986636

[hide detail](#)

Procurement Card Number:	*****9269	Vendor Name:	TECHNICALLY SPEAKING INC
Cardholder Name:	KNIGHT, VIVIAN J	Original Vendor Name:	TECHNICALLY SPEAKING INC
Cardholder Alternate Name:		Transaction Total Amount:	1,800.00
Transaction Date:	02/06/2014	Sales Tax Amount:	0.00
Post Date:	02/07/2014	Enter Sales Tax:	
Transaction ID Number:	1986636	Tax Exempt Indicator:	Yes
No Receipt:	No	dispute	

Accounting Lines 

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	UA University of Arizona-Management	3005170 University of Arizona High Energy Physic		4150 Educational Training				1,800.00	
	Line Description T686733-Armijo: Reg Fee-Design WHDL								
								Total: 1,800.00	

Capital Edit [▶ show](#)

General Ledger Pending Entries [▶ show](#)

Images File [▶ show](#)

Notes and Attachments (0) [▶ show](#)

Ad Hoc Recipients [▶ show](#)

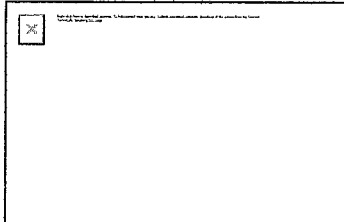
Route Log [▶ show](#)

Knight, Vivian Jo Hsin - (vknight)

Doc # 2675087

From: Technically Speaking Inc. <info@technically-speaking.com>
Sent: Thursday, February 06, 2014 11:01 AM
To: Knight, Vivian Jo Hsin - (vknight)
Subject: Technically Speaking Order Confirmation - Order # TSI-525-1838-253112478

Follow Up Flag: Flag for follow up
Flag Status: Flagged



Technically Speaking Inc.
3726 Las Vegas Blvd. South
Unit 2904 West
Las Vegas, NV 89158

Phone: 303.444.7884
Fax: 866.402.0763

technically-speaking.com
registrar@technically-speaking.com

Trans ID
1986636

Order # TSI-525-1838-253112478
Order Date: 2/6/2014
Ship Date: 2/6/2014

Item	Price/ea	Qty	Subtotal
Course Registration: Designing with VHDL / San Diego, CA 1 Attendee: [Armijo, Charlie] <u>February 25-27, 2014</u> 9 AM - 5 PM Training Facility: TBA	\$1,800.00	1	\$1,800.00

Shipped To:
Vivian Knight
1118 E. 4th St.
Tuscon, AZ 85721 US

Billed To:
Vivian Knight
1118 E. 4th St.
Tuscon, AZ 85721 US

Subtotal: \$1,800.00
Shipping: \$0.00
Tax: \$0.00
Total: \$1,800.00

Phone: 5206269677
Email: vknight@email.arizona.edu

Phone: 5206269677
\$1,800.00 charged to Credit Card #9269 Exp 05/2015

All classes begin at 9:00 am unless you are informed by email otherwise.

CLASSROOM SETUP POLICY

Classrooms are set up to seat the maximum number of students. Classrooms are set up for 2 students to 1 computer. Therefore, you may have to share a computer or you may not, depending on the number of students that register for the class.

STUDENT CANCELLATION POLICY

To maintain minimum tuition costs, we must charge student cancellation fees as follows: If you cancel your enrollment two weeks or more before the class start date, you will get a full refund of the course tuition. If you cancel your enrollment within two weeks (7-13 days) of the class start date, you will be charged a cancellation fee not to exceed 50% of the course tuition. If you cancel fewer than 7 days prior to the class start date, you will be charged the full tuition amount.

COURSE CANCELLATION POLICY

Due to low class size and other certain conditions, we must sometimes cancel a class. In such cases, we may cancel a class anytime within 14 days of the scheduled start date of the class. Please be aware of this cancellation policy when making your travel arrangements



TRAVEL AUTHORIZATION

T686733

Date: 2/14/2014

TRAVELER & DEPARTMENT INFORMATION		
NAME Charles Armijo	DEPARTMENT NAME Physics	DEPARTMENT NO. 0411
EMPLID 01062069	DEPARTMENT PO BOX ADDRESS 210081	ROOM NUMBER 444
<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> STUDENT <input type="checkbox"/> OTHER	CONTACT NAME/TITLE Vivian/Accounting Specialist	PHONE NUMBER 626.9677

TRAVEL ORDER	
BUSINESS PURPOSE OF TRIP: (conference dates) Designing with VHDL class	<input type="checkbox"/> IN-STATE <input checked="" type="checkbox"/> OUT-OF-STATE <input type="checkbox"/> INTERNATIONAL*
MODE OF TRANSPORTATION: Air	FUNDING SOURCE: 3005170
CITY, STATE DEPARTING FROM: Tucson, AZ	DUTY POST: Tucson
CITY, STATE RETURNING FROM: San Diego, CA	DEPARTURE DATE: 02/24/14
** ATTACH ITINERARY IF MULTIPLE LOCATIONS **	RETURN DATE: 02/27/14
	DESIGNATED LODGING: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

EXCEPTIONS		* INTERNATIONAL TRAVEL	
<input type="checkbox"/> Vehicle taken out of state: <input type="checkbox"/> State-owned <input type="checkbox"/> Rental <input type="checkbox"/> Private		<input type="checkbox"/> INTERNATIONAL TRAVEL REGISTRY #:	
<input type="checkbox"/> Long-term travel status (if travel will exceed 30 days, state reason)		If you are traveling internationally, you must register your trip through the UA International Travel Registry prior to departure: http://ua-risk.terradata.com	
<input type="checkbox"/> Personal time taken (state reason and how long)		<input type="checkbox"/> TRAVEL WARNING COUNTRY	
<input type="checkbox"/> Use of other than coach/economy travel on commercial airlines (state reason)		If your destination has a Travel Warning issued by the U.S. State Department, you must submit a "Supplemental Authorization Form for Travel Warning Areas" along with this Travel Authorization. Check current Travel Warnings at: http://travel.state.gov	
<input type="checkbox"/> Miscellaneous – explain			
JUSTIFICATION / REASON:			

TRAVEL ADVANCES (OPTIONAL)			
AMOUNT None	ACCOUNT # None	DATE REQUIRED	<input type="checkbox"/> CHECK <input type="checkbox"/> DIRECT DEPOSIT
<p>Important Please Read Before Signing: The University of Arizona is authorized to deduct the amount of the travel advance from any future expense reimbursements or pay due the traveler. The advance must be settled in full within ten days from the return of the trip. In the event these sources are not adequate or in the event of severance of my employment with The University of Arizona, the advance shall become due and payable immediately. It shall bear interest at the rate of 9% annum starting thirty days after the return date of the trip. In the event that it should become necessary to enforce collection of this advance, or any part thereof by suit or otherwise, I do further agree to pay any and all costs of collection including a reasonable attorney's fee.</p>			
PAYEE SIGNATURE			DATE

PLEASE USE COLORED INK FOR SIGNATURES SO THAT ORIGINALS CAN BE DISTINGUISHED FROM PHOTOCOPIES

APPROVALS			
I HEREBY CERTIFY THAT THE TRAVEL AUTHORIZED ABOVE IS FOR A VALID PUBLIC PURPOSE AND THAT THE FUNDS HAVE BEEN APPROPRIATED OR ARE OTHERWISE AVAILABLE FOR PAYMENT OF ANY CLAIMS MADE HEREUNDER, AND THAT IF THE AVAILABLE FUNDS ARE FROM A FEDERAL GRANT, CONTRACT OR SOURCE, THIS TRAVEL IS AUTHORIZED UNDER THE TERMS OF SUCH GRANT, CONTRACT OR SOURCE. THIS AUTHORIZED DEPARTMENTAL APPROVER/P.I. AND/OR COLLEGE/DIVISION AGREES TO ALL EXCEPTIONS NOTED ON THIS TRAVEL ORDER.			
AUTH. DEPT. APPROVER/P.I.	NAME/TITLE Zander Bois mgr	SIGNATURE <i>[Signature]</i>	DATE 2/20/2014

Please forward completed form to: FSO-Operations, Travel Office, PO BOX 210158, USB 402

KFS Doc# 2675087

TRAN ID: 1986636

**University of Arizona Dept. 0411
Physics Department Purchasing Card Form**

Date: 3/6/2013

Ordered For/ Traveler: <u>Charlie Armijo</u>	Phone Number: _____
Cardholder: <u>Vivian Knight</u>	Phone Number: <u>520-626-9677</u>
Vendor: <u>Technically Speaking Inc.</u>	Contact: _____
Phone Number: _____	Address: _____
City: _____	State: _____ Zip Code: _____

Order Placed At: Local Phone Fax Email Website

Travel Authorization Number: ~~T644731~~ T686733 Order Number: _____

Account(s)	Catalog #	Description	Qty	\$/Unit	Amount
3005170		Registration fee	1	\$1,800.00	\$1,800.00
		(Designing with VHDL class)			
		<u>IN SAN DIEGO, CA</u>			
				Tax:	\$0.00
				Subtotal:	\$1,800.00
				Shipping:	
				Grand Total: <small>(from both pages)</small>	\$1,800.00

Please check box and initial if item is tax exempt.
(non-consumable items)

Please initial if you check box _____

Business Purpose/ Comments:

Designing with with VHDL class February 25-27, 2014

For Business Office Use Only Johns

Account 1:	Object Code(s):	Account 2:	Object Code(s):	Account 3:	Object Code(s):
<u>3005170</u>					
Item Amt: <u>1,800.00</u>	<u>4150</u>	Item Amt: _____		Item Amt: _____	
Tax: _____		Tax: _____		Tax: _____	
Grand Total: _____		Grand Total: _____		Grand Total: _____	
Shipping Amt: _____		Shipping Amt: _____		Shipping Amt: _____	

3w

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