



## Lyft Expenditure Authorization

Select One: Payment to Lyft  or purchasing from vendor

Vendor name or type of service: Amazon for Gift Card

Client Name (if applicable):

Comments, including address to send the Gift Card to (note: address cannot be an apartment):

BUDGET CATEGORY	COST	CHART OF ACCOUNT		
		Key	JL Object/ Provider Type	WO/BRASS
A. Rides (not covered by waiver)	\$	0330020542	303	
B. Marketing/Gift Cards	\$ 54.95	0330020542	305	<input type="checkbox"/> Child – 116
C. Travel Training – ride credits with Lyft	\$	0330020542	307	<input type="checkbox"/> AMH – 416 <input type="checkbox"/> DD – 516
D. Services (damages, cancelations, etc)	\$	0330020542	310	<input type="checkbox"/> Adult - 616

Authorized By (CM signature): \_\_\_\_\_

Date: \_\_\_\_\_

Secondary Approver (Supervisor signature): \_\_\_\_\_

Date: \_\_\_\_\_

*Instructions for completing the form for a gift card for individual's Lyft account: complete form including client name, address and signature and submit in OnBase as 3002 Lyft Gift Card Request and push to the Transportation Coordinator.*