

Date Reallocated/reviewed	
By	
Total Amount	

PURCHASING CARD ORDER FORM

(For internal use only, retain with the monthly statement)

Reminder: The University is exempt from sales tax in most instances.

Purchased for:		
Chartfield:		
Supplier Name:		
Phone Number:		
Supplier's City & State:		
Point of Sale (POS) code:		
Date order placed:		
CARDHOLDER		

Description and Purpose of Items/services ordered:

QTY	Item #/Catalog#	Description	Amount
		Total	
		shipping/handling	
		Total amount charged	