



# PURCHASING CARD ORDER FORM

<b>ACCOUNTING USE ONLY</b>			DOCUMENT NUMBER
DD	FO	RI	TRANSACTION ID
CARDHOLDER NAME			VENDOR NAME
CARDHOLDER PHONE			VENDOR CONTACT
REQUESTED FOR			VENDOR ADDRESS
ORDER DATE	EXPECTED DELIVERY DATE		VENDOR PHONE

ITEM DESCRIPTION	QNTY	UNIT COST	UNIT TTL	ACCOUNT #	SUB-ACCT	OBJ CODE	TAX EXEMPT
		\$	\$				Y N
		\$	\$				Y N
		\$	\$				Y N
		\$	\$				Y N
		\$	\$				Y N
		\$	\$				Y N

OBJECT CODES AND DESCRIPTIONS	
3490 Other Internet Svc	5230 Office supplies
3570 Scientific Equip Repair	5290 Research Supplies
3620 Vehicle Repairs	5490 Operating Supplies
3820 Postage/Mailing	5520 Conference Registration
3950 Cell Phones	5540 Membership Dues
3990 Data Charges	5560 Shipping
4110 Publications	5610 Subscriptions
4620 Software	5650 Inventoried Non-Capital Computers
4840 Printing & Litho.	5720 Computer \$1k-5k
5150 Computer Supplies	5760 Computer Peripherals
5170 Events	5775 Non-Capt Furnishings
5180 Educ Supplies	5890 Dept Books
5190 Field Supplies	

**ORIGINAL RECEIPT:**

Attached

To be turned in/mailed ASAP

Other:

<b>SUBTOTAL</b>	\$				
SHIPPING	\$			5560	N
TIP < 20%	\$				
SALES TAX	\$				
<b>TOTAL</b>	\$				

Be sure to ask out-of-state vendors to verbally itemize sales tax AND to send some form of documentation (packing slip, receipt) which includes such itemization. If we do not receive this documentation, your order could be charged twice - once for sales tax and once for use tax (5.6%).

**EXPORT CONTROL**

Is the purchase for an export controlled project (with a TCP?)  Yes  No

Will the purchase be shipped or taken outside the U.S.?  Yes  No

Does the item have obvious military or space capability?  Yes  No

Is the item a laser, infrared camera, or high-performance computer?  Yes  No

**DETAILED BUSINESS PURPOSE AND JUSTIFICATION**

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**PROJECT MANAGEMENT**

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**PCARD PLUS - EVENT/MEETING INFORMATION**

EVENT	DATE
ATTENDEE NAMES ▼	AFFILIATIONS ▼

**TRAVEL INFORMATION**

TRAVELER NAME

TRAVEL AUTHORIZATION NUMBER

NON-EMPLOYEE RESIDENCY STATUS

**I CERTIFY THAT THE ABOVE ITEMS WILL BE USED FOR OFFICIAL UNIVERSITY PURPOSES ONLY AND I AM AUTHORIZED TO USE THE ABOVE ACCOUNT(S).**

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_