

PURCHASING CARD ORDER FORM

ACCOUNTING USE ONLY			DOCUMENT NUMBER							
DD	FO	RI		TRANSACTION ID				_		
CARDHOLDER NAME				VEND	OR NAME					_
CARDHOLDER PHONE				VENDOR CONTACT						
REQUESTED FOR				VENDOR ADDRESS						
ORDER DATE EXPECTED DELIVERY DATE				VENDOR PHONE						
		ONT		TCOST		ACCOUNT #				-
CARDHOLDER PHONE	EXPECTED DELIVER		Y UNI	VEND VEND VEND	OR CONTAC OR ADDRES OR PHONE	-	SUB-ACCT	OBI CODE		

			1 °		-						
				\$	\$				Y	Ν	
				\$	\$				Y	N	
				\$	\$				Y	N	
				\$	\$				Y	Ν	
				\$	\$				Y	Ν	
				\$	\$				Y	N	
		ORIGINAL REC	FIDT	SUBTOTAL	\$						
OBJECT CODES ANI				SHIPPING	\$			5560		N	
3490 Other Internet Svc 3570 Scientific Equip Repair	5230 Office supplies 5290 Research Supplies	Attached		TIP < 20%	\$						
3620 Vehicle Repairs	5490 Operating Supplies	To be turne in/mailed A		SALES TAX	\$						
3820 Postage/Mailing	5520 Conference Registration	-	ASAP	TOTAL	\$						
3950 Cell Phones 3990 Data Charges 4110 Publications 4620 Software	5540 Membership Dues 5560 Shipping 5610 Subscriptions 5650 Inventoried Non-	Other:		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%).							
4840 Printing & Litho.	Capital Computers	EXPORT CONTROL									
5150 Computer Supplies 5170 Events	5720 Computer \$1k-5k 5760 Computer Peripherals	Is the purcha	se for a	an export controlled project (with a TCP?)					s D] No	
5180 Educ Supplies 5190 Field Supplies	5775 Non-Capt Furnishings 5890 Dept Books	Will the purc	hase be	e shipped or taken outside the U.S.?				🗌 Ye	5 [] No	
Additional object codes and definitons:			n have	e obvious military or space cabability?					s D	No	
			laser, i	infrared camera, or high-performance computer?					5 [] No	

DETAILED BUSINESS PURPOSE AND JUSTIFICATION

PROJECT	MANAGEMENT

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

