

PROCUREMENT CARD ORDER FORM

1. Must be filled out for every procurement card order..
2. Turn in completed form with receipts/confirmation to Dean's Office when order is placed.
3. IMPORTANT: If purchase is a mail order, submit receipt(s) to LH154 when order arrives.

| | |
|---------------------------|---------------------------------|
| DATE: | Last 4 digits of card #: |
| | |
| Purchaser: | |
| Purchaser's Phone# | |
| Vendor: | |
| Vendor Phone #: | |
| Web site : | |
| Confirmation # | |

Reason for Purchase: (include reference to EOU class prefix if applicable)

Description (or attach copy of on-line order)

| Item Description | QTY | Cost Each | Total Cost |
|------------------|-----|-----------|------------|
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |
| | | | \$ - |

Comments:

Enter Sub-total
Shipping/Handling
Tax if applicable
TOTAL

| | |
|----|---|
| \$ | - |
| | |
| | |
| \$ | - |

| | |
|---------------|----------|
| | |
| JV expense to | (Index): |
| | Account: |