

Date \_\_\_\_\_

P-Card number \_\_\_\_\_

Vendor \_\_\_\_\_

Deliver to:

Contact/Phone \_\_\_\_\_

Building budget \_\_\_\_\_

Special instructions:

Qty	Units	Item #	Description	Unit price	Total	Account code

Subtotal

Tax

Shipping

Misc. charge

Total cost

Ordered by (signature) \_\_\_\_\_

Date \_\_\_\_\_

Approved by (signature) \_\_\_\_\_

Date \_\_\_\_\_