

**P-CARD  
Purchase Request  
Tate Business Office**

Date \_\_\_\_\_ Submitted by \_\_\_\_\_

Email: \_\_\_\_\_ Telephone \_\_\_\_\_

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Description:**

Item #	Quantity	Stock or Part #	Item Description	Unit \$	Total \$

**Reason for Purchase:** \_\_\_\_\_

**Comments/Instructions:**

**Delivery Instructions:**

**Place Order by:**

\_\_\_\_\_ Telephone \_\_\_\_\_ Phone # \_\_\_\_\_ Contact/Salesman \_\_\_\_\_  
 \_\_\_\_\_ FAX \_\_\_\_\_ FAX # \_\_\_\_\_ ATTN: \_\_\_\_\_  
 \_\_\_\_\_ Written Order To the Above Address \_\_\_\_\_ ATTN: \_\_\_\_\_  
 \_\_\_\_\_ Web Site \_\_\_\_\_ Site Address: \_\_\_\_\_

**Paying Account Name** \_\_\_\_\_

**Account Number** \_\_\_\_\_ **Expense Code:** \_\_\_\_\_

**Approval:**

\_\_\_\_\_  
Account Manager (print name)

\_\_\_\_\_  
Account Manager (Signature) \_\_\_\_\_ Date

**Keep a copy of this order. Attach supporting documents to the original copy and forward to the Business Office.**

**IMPORTANT:** Forward the original paid receipt, invoice, or packing receipt to the card holder who received your order once the purchase has been received so they can reconcile your order with the credit card statement.

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Business Office Use:

Date Ordered: \_\_\_\_\_  
Statement Date: \_\_\_\_\_

Full or Partial Order \_\_\_\_\_  
P-Card Adjustment Date: \_\_\_\_\_