

**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: _____

Speed Type

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.

Business Office Use:

Date Ordered: _____
Statement Date: _____

Full or Partial Order _____
P-Card Adjustment Date: _____