

## Department of Chemical and Biomolecular Engineering

### P-Card Order Information Form

Name on Credit Card			Date of Order
Is this a telephone order?	Yes	No	<b>If yes, you must obtain a copy of the order from the Vendor via e-mail or fax. and attach to this form.</b>

**(IMPORTANT TO COMPLETE THIS INFORMATION IN ORDER TO MATCH TO CREDIT CARD STATEMENT)**

Name of Person Placing Order \_\_\_\_\_ Telephone No. \_\_\_\_\_

Account Information			
Fund No.	Cost Center or I/O No.	G/L Code	%

Vendor Name: \_\_\_\_\_ (As it appears on invoice)

Qty.	Description	Unit Price	Total Cost
	Not necessary to complete if order form is attached containing this information.		

- Instructions:
- (1) Complete a form for each purchase (including obtaining a copy of the order/invoice from the vendor via fax or e-mail if this is a telephone order or copy of order confirmation if an online order). This is necessary for matching the order to the credit card statement;
  - (2) Attach this information form to the invoice/confirmation form;
  - (3) Attach receiving/packing documents to this form;
  - (4) Record purchase on the procurement log;
  - (5) When order is complete, give to Budget Analyst (Order Information Form, copy of invoice/order, receiving/packing documents).

Approver Signature
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