

# PURCHASING CARD REQUISITION FORM

(Recommended Format)

**Please see the back of this form for instructions.**

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ FEID #: \_\_\_\_\_

\_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Vendor Contact: \_\_\_\_\_ Org. # \_\_\_\_\_

*When calling to get quotes, be sure to verify the address and FEID # (Federal ID Number).*

Item	Description *	Qty	Unit Price	Extended Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
Subtotal:				\$
Shipping & Handling:				\$
TOTAL:				\$

\* Please note: The description should contain model, part, or catalog number(s) to identify the item(s). When ordering software, please include the version number, media type and size, and operating system.

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Initiated by: \_\_\_\_\_ Approved by: \_\_\_\_\_

## **PURPOSE**

This form is recommended by the purchasing card committee. It may be used by employees to requisition items to be ordered using the Purchasing Card for the department.

## **INSTRUCTIONS**

1. Enter the vendor information and the current date in the spaces provided.
2. Enter the item number, description, quantity, unit price, and extended total for each item ordered in the spaces provided.

***Note:** Splitting orders to circumvent single transaction limits is strictly prohibited and could result in the loss of PCard privileges! Standard Purchasing rules apply to all PCard Purchases.*

3. Add the extended totals and enter the subtotal of the items ordered in the space provided.
4. Enter the shipping and handling charges in the space provided.
5. Add the subtotal and shipping & handling charges. Enter the total in the space provided.
6. Enter any additional comments pertinent to the order.
7. Sign the form in the space provided.
8. Submit the form to the appropriate coordinator or department manager.

**If you have questions pertaining to the use of this form, see your Dean, Director, Department Chair or designee.**