

Procurement Card Order Form

Supplier Information:								
Supplier Name:				Transaction Date:				
Cardh	nolder In	formation:						
	older Name:		Department:					
Jarano	naor namo.			Department.				
	der Signature							
Business Purpose/Statement of Need:								
			·					
14	0							
Items Ordered:								
QTY	UNIT	ITEM DESCRIPTION	ON		ι	JNIT PRICE	EXT TOTAL	
				NYS	Tax E	Exempt #1	4740026K	
						ubtotal		
					Ship	ping		
					Total			
					_			
Account #:			Received by:		Rece	Received Date:		
Notes:								
				TTACH ORIGINAL RECEIPT				
RECORDS MUST BE RETAINED BY THE DEPARMENT FOR SIX (6) YEARS, PLUS THE CURRENT YEAR. ALL PCARD TRANSACTIONS ARE SUBJECT TO AUDIT AND MUST COMPLY WITH THE POLICIES AND PROCEDURES GOVERNING THE PROGRAM.								