

UNIVERSITY OF ARIZONA PURCHASING CARD LOG/USE FORM

*******This form is an example of the form used by Maricopa Agricultural Center.
It is for sample purposes only and cannot be completed on line.*******

Cardholder:		Purchase Date:	
Deliver to:			
Vendor:			
State:		Zip:	
		Phone:	
Contact:			

Item Description	Amount	Acct-Obj Code
*AZ State Sales Tax No. <input style="width: 100px;" type="text"/>	**SALES TAX:	<input style="width: 100px;" type="text"/>
TOTAL AMT:	<input style="width: 100px;" type="text"/>	

*If using a vendor that is located in another state, request their Ariz. State Sales Tax No. If they do not have one, enter NONE in the blank and use tax will be added by the University Financial Services Office.

**If Sales Tax is not included on this form, your account may be charged twice for sales tax.

Order Placed by: Fax Phone Vendor location US Mail Other

State purpose for purchase (identify program/project):

Transaction Type: Commodity Service

1. Order Form completed, OR
 Ordered while away from Department and submitted through voice-mail.
2. Included Sales Tax on the form.

- 3. Merchandise Received, OR
- Merchandise NOT Received, expected on
- 4. Packing slip and/or P-Card receipt attached

Reconciled:

Approved: