Department of Aerospace and Mechanical Engineering

Purchasing order form / P-Card reconciliation log / Purchase authorization

To be completed by purchasing agent

Cardholder: _____

Order Date: _____

Expected Delivery Date: _____

Confirmation #: _____

Order Taken By: _____

☐ Commodity ☐ Service (sales tax exempt)

Order Type: ☐ Purchase Order ☐ P-Card ☐ Stores

Vendor Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Website: _____

Contact Person: _____

Account Number: _____

Order Requested by: _____ Phone: _____ Email: _____

Account authorization: _____ / _____

Please print **Signature** **Date**

Miscellaneous order comments: _____

Special shipping instructions: _____

Qty	Description and catalog/part #	Unit price	Total

Second page available for additional order items

☐ See 2nd page for additional items

For business office use only

Subtotal _____

Order placed via: Phone / Fax / Mail / Vendor location / Web / Other

(Please circle one)

Shipping (tax exempt) _____

P-Card log# _____ DPR: R _____ Sales Tax _____

Account # and Object Code: _____ Total _____

Accounting comments: _____

☐ Packing slip and/or P-Card receipt attached

(P-Card)Reconciliation Date _____

(P-Card/DPR)Approval Date: _____

PRF.doc

To be completed within 24 hours of purchase

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Page 2 – for additional order items

Qty	Description and catalog/part #	Unit price	Total