



Procurement Card

Documentation of Telephone Order
(To be used in lieu of invoice or packing slip)

Cardholder: _____

Card Number: _____

Vendor: _____

Description of Purchase: _____

Account Code: _____	Amount \$ _____
	S&H _____
	Tax _____
	Total \$ <u> </u>

Account Code: _____	Amount \$ _____
	S&H _____
	Tax _____
	Total \$ <u> </u>

Account Code: _____	Amount \$ _____
	S&H _____
	Tax _____
	Total \$ <u> </u>

Grand Total of Telephone Order \$

Date: _____ Cardholder Signature: _____

Please attach any backup documentation (i.e. order form, confirmation notice) to this form.