

eDoc #: \_\_\_\_\_

**University of Arizona Dept. 0411  
Physics Department Purchasing Card Form**

Date: \_\_\_\_\_

Ordered For/ Traveler: _____	Phone Number: _____
Cardholder: _____	Phone Number: _____
Vendor: _____	Contact: _____
Phone Number: _____	Address: _____
City: _____	State: _____ Zip Code: _____

Order Placed At:     Local     Phone     Fax     Email     Website

Travel Authorization Number: \_\_\_\_\_

Order Number: \_\_\_\_\_

Account(s)	Catalog #	Description	Qty	\$/Unit	Amount

Please check box and initial if item is tax exempt.  
(non-consumable items)  
Please initial if you check box \_\_\_\_\_

<b>Tax:</b>	
<b>Subtotal:</b>	
<b>Shipping:</b>	
<b>Grand Total:</b> <small>(from both pages)</small>	

**Business Purpose/ Comments:**

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**For Business Office Use Only**

<u>Account 1:</u>	Object Code(s):	<u>Account 2:</u>	Object Code(s):	<u>Account 3:</u>	Object Code(s):
Item Amt: _____		Item Amt: _____		Item Amt: _____	
Tax: _____		Tax: _____		Tax: _____	
Grand Total: _____		Grand Total: _____		Grand Total: _____	
Shipping Amt: _____		Shipping Amt: _____		Shipping Amt: _____	

