

KFS Doc# _____

TRAN ID: _____

**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 _____

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

Business Purpose/ Comments:

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: _____	

