

P-card Purchase Order Form
MCB-EEB Business Center

Complete ALL steps
 Include specific detail on HOW items will be used in COMMENTS section
 Department Pcard must be returned immediately after use

PLACING A P-CARD ORDER:

- 1. Order Date: _____
- 2. Card Name: _____
- 3. Your Name: _____
- 4. Your Email: _____
- 5. Principal Investigator (PI) Signature: _____
- 7. How is the order placed:

- Internet (print order confirmation screen)
- Phone (request email or fax of order confirmation)
- FAX (request email or fax of order confirmation)
- In Person (original receipts from vendor required)

eDoc# :	_____
create date :	_____
Transaction ID:	_____
Post Date :	_____
Upload Date :	_____
(For Reconciler or Department Use Only)	

6. Vendor: _____

Vendor Address: _____

Vendor phone: _____

Vendor Website: _____

You MUST submit order confirmation, ORIGINAL invoice/receipt, and final packing slip when item(s) are received, for every transaction, including refunds

Be sure to ask out-of-state vendors to verbally itemize sales tax AND to send some form of documentation (packing slip, receipt, etc.) which includes such itemization. If the MCEEB Business Office does not receive this documentation, your order could be charged twice for tax, once for sales tax and once for the use tax (5.6%).

IF THE VENDOR ASKS, YOUR BILLING ADDRESS IS:

1041 E. Lowell Street
 Biosciences West 310
 Tucson, AZ 85721-0088

8. Fill in form below:

Item #	Quant.	Items Purchased	Price Per Unit	Total Price	Acct / Sub Acct (Not description)	Object Code
1						
2						
3						
4						
5						
6						
7						
			Subtotal			
			Tax			
			Shipping			5560
			Total			
Comments: (BUSINESS or RESEARCH PURPOSE)						

9. SUBMIT THIS COMPLETED LOG TO THE PCARD RECONCILER WITHIN 24 HOURS OF PURCHASE