

BLUCARD ORDER FORM

Date: _____

Vendor: _____ Vendor #: _____
(required)

Address: _____ Phone: _____
(required) (required)

_____ Fax: _____

Customer Code (also referred to as PO #): Procure (4 digits): _____ + Tag # (4 digits): _____
(assigned by cardholder)

Chartstring to charge (if different from default): _____

Requested for (PI): _____ PI approval: _____
PLEASE PRINT SIGNATURE

Cardholder Name: _____ Signature: _____
PLEASE PRINT

*Deliver to: _____

***ALL ORDERS ARE THE RESPONSIBILITY OF THE CARDHOLDER, NOT PURCHASING. AS A COURTESY, IF YOU NEED TO HAVE SOMETHING DELIVERED, PLEASE MAKE ARRANGEMENTS WITH THE PURCHASING UNIT AND PROVIDE THEM WITH A COPY OF YOUR ORDER.**

Qty	Description of Merchandise/Product #'s	Cost per unit	Total

Attach separate sheet if necessary

Subtotal: _____

Receiver signature: _____ Date: _____ Handling: _____

Picked up Faxed order Ordered via phone Sales Tax (_____ %): _____

Ordered via internet Ref. No.: _____ Priced by: _____ Shipping: _____

Total: _____

❖ Submit **all** documentation within **3** days of purchase. If you've made a phone order and do not have original receipts yet, provide a copy of this form to the Financial Unit on the day of the order:

ESPM Financial Unit, 147 Hilgard Hall

MANDATORY DOCUMENTATION: **Itemized receipt** (invoice or cash register receipt)
 Certification of Receipt (packing list or receipt must be received and signed by someone other than the cardholder)

FOR OFFICE USE ONLY

Procure corrected in BFS: Name: _____ Date: _____

COMMENTS: _____
