

University of Arizona, Geosciences Department Purchasing Card Orderlog

Business Office Only
Trans ID _____
EDOC # _____

Purchased by:

Purchase date:

Order placed for:

Phone Number:

Vendor:

Order Number/Vendor Reference:

Account Number:

Amount:

\$ _____

Item Description & Business Purpose [identify program/project (e.g. "field expenses for XYZ project")]

Phone number/website/other specifics: _____

Purchased via: *(please check one)*

- Phone/Fax
- Internet
- US Mail
- Local vendor/store

Other _____

Transaction Type: *(please check one)*

- Commodity
- Service

Check List *(please check all that apply)*

- Orderlog completed
- Packing slip and receipt/invoice attached
- Lost receipt *(read/sign "Affidavit" below)*

Affidavit of lost receipt:

I certify by my signature below that the above listed purchase was authorized by me, that the purchase was for bona fide business purpose of the FRS account charged, and that the receipt has been misplaced or lost. I have contacted the vendor and requested a duplicate receipt.

Authorized Signature: _____ Date: _____