COLLEGE OF EDUCATION

PURCHASING CARD PURCHASE APPROVAL

Cardholder Name: _____

Card Number: _____

Vendor Name: _____

_____

Vendor Address: _____

_____

_____

Approvals	
Cardholder:	
Dept. Head	
Dean or Designee:	

Date Received:_____

Account No: for COE BUDGET SYSTEM_____ **Date Ordered:**_____

Dept No.	Fund No.	Class	Account No. for Matching Purposes	Dept. Name:
				Cardholder's Location:
				Cardholder's Phone #:

Item No.	Quantity and Unit	Description of Supplies	Unit Price	Total Price
Total Purchase				

Textbooks must be used in the course of study (directly in the classroom) to be exempt from sales tax.
Textbooks used in classroom - Yes ☐ **No** ☐ **Please check (1) ONLY!**

Sales Tax Yes ☐ **No** ☐ **Please check (1)**

Business Office Use Only

Precommittment No.	
Use Tax Applies:	