

**PURCHASING CARD ORDER FORM—ESM DEPARTMENT**

PI Approval _____	Reconciler Initials _____	Date _____	P# _____
Budget _____	Fund Name _____	Fund # _____	Object Code _____
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Vendor: \_\_\_\_\_ Your Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Date Order Placed: \_\_\_\_\_

Phone: \_\_\_\_\_ Date Order Rec'd: \_\_\_\_\_

Fax: \_\_\_\_\_ Type of Purchase:  Phone/Fax  Mail  Walk In  
 Person \_\_\_\_\_

Purpose of Purchase: \_\_\_\_\_

Check one:  Supplies  Software  Equipment  Computers  Repairs  Other \_\_\_\_\_

For software or equipment upgrade/add-ons, list PSU tag# from existing equipment: \_\_\_\_\_

Equipment stored at: EESB Rm. \_\_\_\_\_ Research West Rm. \_\_\_\_\_ Hallowell Rm. \_\_\_\_\_ Other \_\_\_\_\_

Quantity	Catalog #	Description	Unit Price	Total
<b>TOTAL (INCLUDE SHIPPING &amp; HANDLING)</b>				

**FOR EVERY TRANSACTION:**

1. Request an itemized receipt, including any PSU educational discounts.
2. For phone/fax orders, verify total cost to include shipping and handling, as well as cardholder's ship to/bill to address.
3. Attach itemized receipts and/or priced packing slip to completed form.
4. Sign and submit form to accounting assistant.

**Cardholder Signature:** \_\_\_\_\_ **Project:** \_\_\_\_\_

The following purchases are specifically disallowed on the Penn State Purchasing Card:

- |                             |                        |                                                                          |                      |
|-----------------------------|------------------------|--------------------------------------------------------------------------|----------------------|
| Advances                    | Employment Agencies    | Leases                                                                   | Personal Purchases   |
| Alcohol                     | Entertainment Expenses | Maintenance/Purchase Agreements                                          | Property Rentals     |
| Animals (live or preserved) | Equipment over \$1000  | Meals ( <i>permitted</i> for group meals with completed Group Meal form) | Radioactive Material |
| Consulting                  | Gasoline               | Memberships                                                              | Travel Expenses      |
| Cylinder Gases              | Honoraria              | Utilities                                                                | Cellular Phones      |