

# PURCHASING CARD ORDER FORM

Purchaser Name: \_\_\_\_\_ ID: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Vendor (Please limit to one vendor per order form): \_\_\_\_\_

INDEX NUMBER	ACTIVITY CODE

**Billing & Shipping Information:**

Engineering Finance  
University of Idaho  
875 Perimeter Drive  
MS 0905  
Moscow, ID 83844-0905  
208-885-6783  
Credit Card #: MC FST Card

ITEM#	QTY	UNIT	DESCRIPTION	COMM. CODE	UNIT COST	TOTAL COST

Justification of Purchase: \_\_\_\_\_ **SUBTOTAL:** \_\_\_\_\_

\_\_\_\_\_ **SHIPPING:** \_\_\_\_\_

COVID Purchase      COVID Purchases **require Department Chair approval** to be shipped to a non-University/home address.

**TOTAL:** \_\_\_\_\_

This purchase is limited to the amount given. Charges in excess of this amount will be refused unless prior approval in writing is received from the undersigned. The following items may not be purchased with this credit card: Alcohol Beverages, Controlled Substances, Ammunition, Weapons, Food, Water, Entertainment, Gifts, Hospitality Expenses (food/flowers/plants) Household Moving Expenses, Decorations, IKON Consulting Fees, One Time Services, Independent Contractors, Radioactive/Hazardous Materials, Personal Items, Utilities/Cellular phone charges, On-campus purchases.

**THIS ORDER IS EXEMPT FROM IDAHO STATE SALES TAX. THIS ORDER IS EXPRESSLY LIMITED TO A MAXIMUM OF \$5000.**

**DEPARTMENT AUTHORIZATION**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_