

EDOC #

OEBC OFFICE WILL FILL OUT EDOC#
*Please write edoc number on all
pages of supporting documents.*

Old Engineering Business Center PCARD FORM

Please fill out the form COMPLETELY.

**Purchased /
ordered for:**

**Date of
purchase:**

Cardholder:

Sales Tax Exempt? Yes No

UA Business Purpose for Purchase:

*for more information about
Sales and Use Tax Exemptions for Research &
Development click here*

**Vendor /
Merchant
Name:**

Local Vendor Foreign Vendor
Online Purchase

Quantity	Item Details	Price / Unit	Total Price	Acct. #	Proj. Code/ Sub Acct.	Obj. Code
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**PLEASE EMAIL ALL RECEIPTS /
SUPPORTING
DOCUMENTATION. THANK YOU!**

Subtotal:
Sales Tax:
Shipping:
Order Total:

Authorized by:

Reconciled/Date:

Approved/Date:

Scanned/Saved: