MBB & NSCS

PURCHASING FORM (FY17-18)

Please fill out COMPLETELY.

UAFin Doc #: _____

PCard Trans # _____

Req#/PO# _____

Ordered For_____ Order Date_____

Clear Form | Print Form

PCARD PURCHASES:

Cardholder Name: _____ Phone #: _____

Order Placed at ☐ Local ☐ Phone ☐ Fax ☐ Email ☐ Website ☐ PO

Notes/Instructions-

Vendor_____ Phone _____

Address_____ Fax _____

City_____ State_____ Zip_____ Contact _____

	Quan	Detailed Description	Price/Unit	Total Price	Acct Number	Obj. Code
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
				$0.00		
			Subtotal	$ 0.00		
			Sales Tax			
			Shipping			5560
			Order Total	$0.00		

☐ Chemical Purchase. This is a chemical purchase exempt from sales and use taxes as per ARS 42-5159 (A) (35) and ARS 42-5061 (A) (39).

☐ PCard Plus Purchase. *Detailed Description* must include:
- Date & location of event
- Specific description of what was purchased & the business purpose

Required attachments:
- Agenda/flyer/program
- Participant list or sign-in sheet
- Itemized receipt w/breakdown of expenses, tax & tip

Office Use Only

Rec'd in Ofc _____

Trailered Date _____

Completed Date_____

Approval Date_____

Bill to/Ship to:

University of Arizona
School of Mind, Brain & Behavior
1040 E 4th St GS RM 611
Tucson AZ 85721

PLEASE CLIP ALL RECEIPTS OR ATTACHMENTS TO THIS FORM.