

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

**PLEASE EMAIL ALL RECEIPTS /
SUPPORTING
DOCUMENTATION. THANK YOU!**

Subtotal:

Sales Tax:

Shipping:

Order Total:

Authorized by:

Reconciled/Date:

Approved/Date:

Scanned/Saved: