

Request for Pcard charge or Purchase Order

Vendor Information:

PC/PO No.

Name

Address

Phone

Fax No.

Email

Contact

Description of Purchase:

Item

Amount

Item

Amount

Item

Amount

(Attach additional description if needed)

Total Request of Purchase

*Purchase of **products or materials** that are cumulatively anticipated to exceed \$15,000, in a single purchase require a competitive bid coordinated through Purchasing. Please contact the relevant purchasing agent or go on line to www.purchasing.ua.edu and review the information contained under "Bid Information for Alabama Bid Law".

Ship to Address:

FOAPAL TO BE CHARGED:

Project Name:

Project Number and/or

WO No & Phase:

Location of use:

Purpose of purchase:

Requester:

Date

Approver:

Date

Amount Invoiced \$

To be Entered by Business Administration

Quote for Order:

- Attached
- Faxed to Business Administration
- Delivered to Business Administration