

General Fund Procurement-Card - Transaction Form

Date: _____

Ship to: _____

Vendor: _____

Contact: _____

Deliver to: _____

Phone: _____

Attention: _____

Ship Via: _____

Extension: _____

Special instructions: _____

Qty	Units	Item #	Description	Unit Price	Total	Account Code

Subtotal _____
 Sales/Comp Tax _____
 Shipping _____
 Misc. Charge _____
Total Cost _____

Ordered by: _____
Staff Signature

Date: _____

Approved by: _____
Principal Signature

Date: _____