

# PURCHASING CARD SUBSTITUTE DOCUMENTATION

Purchase Date:	Reason Original Documentation not available:	
Cardholder Name:		
Supplier Name:		
Cardholder Number:		
Item Description (Catalog number, product keywords, etc.)	Quantity	Price
Notes:	Subtotal	
	Shipping & Handling	
	Total	
Purpose: (i.e. meeting refreshments)		
Description of Group (i.e. office staff)	# of People Attending	

last revised 6/01