

# Appalachian State University

Name on Credit Card: \_\_\_\_\_

NOT A PURCHASE ORDER

Date: \_\_\_\_\_

## Credit Card Order Form - NOT TO BE USED AS INVOICE/RECEIPT

Vendor: \_\_\_\_\_ Ship To Dept: \_\_\_\_\_

Attention: \_\_\_\_\_ Requestor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Phone # \_\_\_\_\_

BUDGET	OBJECT	\$ Amount

PROMISED DELIVERY	SHIPPING & HANDLING	
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ITEM#	QTY	UNIT	DESCRIPTION	COMM. CODE	UNIT COST	TOTAL COST

SUBTOTAL	_____
SHIPPING	_____
TAX	_____
TOTAL	_____

Order Placed by: \_\_\_\_\_  
 \_\_\_\_\_