RECORD OF TELEPHONE CREDIT CARD ORDERS	FOR PERIOD (Enter Beginning and Ending Dates)	PAGE __ OF __ PAGE(S)

INSTRUCTIONS: Use this form to document orders placed by telephone that will be paid for by using the Credit Card (Do not include "over the counter" purchases). Reconcile the information on this form with your monthly billing statement, sign and date the form, and submit it with the billing statement to the Office of Procurement Services.

NAME OF CARDHOLDER (As it appears on card)

			ORDERED				**RECEIVED**	
DATE ORDERED	NAME AND ADDRESS OF SUPPLIER AND NAME OF SUPPLIER'S REP	DESCRIPTION OF SUPPLIES OR SERVICES	QTY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE	DATE DELIVERED	AMOUNT BILLED

Remarks for Items Purchased Above:

Signature of Cardholder (Sign in Ink)	Date
Signature of Signatory Officer	Date