Import Profile Reset Form

THE UNIVERSITY OF IOWA
Purchasing
800 Jefferson Building
Iowa City, IA 52242-1468 319-335-0379

PROCUREMENT CARD PURCHASE DOCUMENTATION

- You must attach original receipt
- Cardholder must supply a note allowing another person to use the card
- $2,000 transaction limit, ($1,000 UIHC)
- Purchases should be tax exempt; provide UI Tax ID# if necessary (FEIN 42-6004813)
- Procurement Card Purchase Documentation and receipts due to cardholder when order is received
- Procurement Card Voucher, procurement card statement and receipts must be sent to Accounts Payable, JB 600 by the 15th of the month

Order/Vendor Information

Date of order _____ Credit Card User _____

Requester _____ Telephone _____

Vendor _____ FAX _____

Address _____ Anticipated Delivery Date _____

_____ Date Received _____

Quantity	Item Description	Unit Price	Extension
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Shipping & Handling	
		Grand Total	$0.00

Fund	Org	Dept	Sub-Dept	Grant/Program	Inst Acct	Org Acct	Dept Acct	Fn	Cost Ctr	Amount

To report a lost or stolen card notify

- Elan Financial Services: 1-800-558-3424
- Purchasing: 335-0389
- Accounts Payable: 335-0656
- Public Safety 335-5022