AUBURN UNIVERSITY

Purchasing Card Telephone Order

(For internal use only, retain with receipts)

REMINDER: The University is exempt from sales tax. State ID# 41506, Fed ID# 63-6000724

VENDOR NAME	
VENDOR CONTACT	
PHONE NUMBER	
ORDER PLACED BY (cardholder's)	
DATE PLACED	
Detailed description of items/services ordered (quantity, size, etc.):	