

WFREC PHONE/FAX ORDER FORM

NATIONS BANK PURCHASING CARD

CARDHOLDER NAME _____ DATE _____

P.I. NAME _____

FUND Teaching Research SHARE Grant _____

Equipment Property # _____ Name _____ Cardholder Initials _____

VENDOR NAME & ADDRESS _____

PHONE _____

FAX _____

Quantity	Part #	Description	Price Each	Total Price
Estimated Shipping				
TOTAL				

BILL TO: PHONE: 850-983-2632
 West Florida Research and Education Center
 5988 Hwy. 90, Bldg 4900
 Milton, FL 32583

ORDER SHIPPED TO: JAY / MILTON (Circle)

PROHIBITED PURCHASES - furniture, OCO items, travel, hotels, gas, copier, air conditioners, refrigerators, heaters, fans, telephones, memberships, picture frames, plaques. Refer to the Purchasing Card User's Manual (Page 8) for a complete list of prohibited items.

Local Vendor Purchases (items that are picked up)

Receipts for local vendor purchases should be submitted to Chris immediately after the purchase. Staple the receipt to the back of the **RECEIPT FORM** and complete the information requested at the top of the form.

Fax Orders/Phone Orders

For fax or phone orders, submit the **PHONE/FAX ORDER FORM** to Chris immediately after the order is faxed or phoned to the vendor. **ALL** items on the order form must be completed. Upon receipt of the order, please inspect the shipment, initial and date the receipt if all items have been received. Tape the receipt to the **RECEIPT FORM** and complete the information at the top of the form and submit to Chris.

Improper use of the purchasing card and failure to comply with University and Department policies will cause immediate cancellation of the card, and may subject the cardholder to disciplinary action.

IF A PURCHASING CARD IS LOST OR STOLEN, The CARDHOLDER will IMMEDIATELY NOTIFY the NationsBank at 1-800-538-8788, the University Central Purchasing Division at 352-392-1331, Ext. 320, IFAS Purchasing at 352-392-5260 **AND** WFREC Chris Gilmore at 850-983-2632.

FISCAL USE

Acct. Number _____ Vendor Fed. ID # _____
 Object Code _____ CRIS Proj. # _____
 Approval Date _____ Invoice # _____
 Post Date _____ Amount \$ _____

NOTES: _____