WEBER STATE UNIVERSITY
Purchasing Card Telephone Order
(For internal use only, retain with receipts)

Reminder: The University is sales tax exempt in most instances.
Request an itemized receipt.

Supplier Name: _____

Phone Number: _____

Order called to (name): _____

Date order placed: _____

Supplier order number: _____

Expected delivery date: _____

Detailed description of items/services ordered: (quantity, size, price, etc.)

_____

_____

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_____

Cardholder Signature: _____