

**Purchasing Card Order Confirmation Form
Instructions
(For BSU/NTC Internal Use)
(\$3,000.00 Order Limit)**

The attached Purchasing Card Order Confirmation form should be completed for web, telephone, or mail orders. Please thoroughly review these instructions and the attached form.

IMPORTANT:

- ❖ If the order will be charged back to faculty professional development funds or “IFO funds,” a signature of approval is required from Academic Affairs before the order is placed.
- ❖ The same rules apply as in purchasing with a purchase order. If it requires a Special Expense Request with a purchase order, it would also require one with the purchasing card.
- ❖ Orders must be shipped directly to the designated receiving location at Bemidji State University or Northwest Technical College. Shipments to home addresses are not allowed.
- ❖ Copies of the completed form must be distributed as follows:
 1. For shipments to BSU, Central Receiving must be faxed a copy @ 2065 so that when the order arrives, they know what paperwork to match it with and where to deliver it.
 2. If the order is for equipment of any nature, Inventory must receive a copy so the item can be marked as BSU or NTC property.
 3. When your monthly purchasing card statement is sent to Purchasing, include a copy of this completed form, along with a copy of the receipt.

If you have questions about this process, please contact the Purchasing Department at 2044.

Purchasing Card Order Confirmation Form (For BSU/NTC Internal Use)

(\$3,000.00 Order Limit)

N O T E	Use this form when you are placing an order by internet, telephone, or mail using a BSU or NTC Purchasing Card. Shipments to home addresses are NOT allowed. BSU orders must be shipped to this address: <div style="text-align: right; margin-top: 5px;"> Central Receiving, (Attn: Your Name/Dept) Bemidji State University, 124 23rd St., Bemidji, MN 56601 </div>
Vendor Name	
Vendor Address	
Vendor Phone	
Vendor Website (if a web order) (also attach screen print if possible)	

Item Description, Number, Etc.	Units	Price
(Note: If you have a printed page that completely lists your order, you do not need to re-list it here. Simply state "see attached" and attach that page. Always indicate the order total on this page.)		
Attach additional pages if necessary	Shipping/Handling	
TOTAL		

BSU/NTC Account # for Chargeback _____	_____ Order Placed By Date
Web Transaction # or Telephone Confirmation # _____	Approval by Academic Affairs (Only Required for Faculty Professional Development or "IFO" Funds) _____ Academic Affairs Approval Date

Send a completed copy of this form to:

1. For shipments to BSU, immediately fax this completed form and any attachments to Central Receiving at 755-2065 so they have a record of your order when it arrives and can identify it and know where to deliver it.
2. If the order is for equipment of any nature, Inventory must receive a copy so the item can be marked as BSU or NTC property.
3. When your monthly purchasing card statement is sent to Purchasing, include a copy of this completed form, along with a copy of the receipt.