

IT Business Center
Post Office Box 112099
105 N.W. 16th Street; #320
Gainesville, FL 32611
Phone: (352) 392-7449
Fax: (352) 392-4864

P-CARD ORDER FORM

Submit this form with all signed/dated receipts, quotes, and order forms

P-Card Holder Name: _____

General Description of Item(s) Ordered: _____

Department ID, Fund Code, Flex Code, and
Project Number (if applicable): _____

Date Ordered: _____

Order Amount: _____

Merchant Name: _____

Ordered for (if different from card holder): _____

Approved By: _____

Cardholder Contact Info (email/phone): _____

Submit this form with all signed, dated pcard receipts to:

it-bc-pcard@mail.ufl.edu

Fax: (352) 392-4864

Hand deliver: Building 105 -- Room 320

Need help? Call the IT Business Center – (352) 392-7449.