

Procurement Card Order Approval and Receiving Form



Vendor Name

CO. TEL. NO:

- Main
 JMMC
 Westside
 Workforce Training Center
 Department Pick-up

Dept.	Cardholder:	Ext.
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ITEM	QTY.	UNIT	QUANT. RECEIVED	DATE RECEIVED	BACK ORDERED	DESCRIPTION

Receiving Department Signature _____ Date _____

Received By Department _____ Date _____

Delivered By: _____

Approvals for Contracts and Grants Cardholders

Cost Account: _____

Contract/Grant Project Director: _____ Date _____

Control Agent (if different from above): _____ Date _____

SPECIAL INSTRUCTION OR REMARKS