

Chicago State University
 9501 S. King Drive Street
 Chicago, IL 60628

PURCHASING CARD FAX SHEET

For Business Use Only with the Chicago State University Purchasing Card Program

Unauthorized billing using this credit card number is prohibited. Vendors that do not accept credit cards should notify the contact person below prior to processing order.

For Questions about this Order, Please Contact:		Date:	
Contact Phone Number:		Pages, Including Cover	
Contact Fax Number:			

VENDOR INFORMATION

Name:		Contact Name:	
Address:		Contact Phone Number:	
		Contact Fax Number:	
City, State, & Zip:			

SHIPMENT MUST INCLUDE

1. Detailed receipt, including vendor information, amount (itemized), and date of transaction
2. Packing List

SHIP TO INFORMATION

Please indicate P-Card on the shipping label, packing slip, or receipt in place of where you would normally put a Purchase Order Number.

Deliver To Name:	
Deliver To Department Name:	
Building Name & Room Number	
	Chicago State University Central Receiving O&M 107 9501 S. King Drive Street Chicago, IL 60628

PAYMENT INFORMATION

MasterCard Number:		Expiration Date:	
Name Embossed on Card		Tax Exempt Number:	#####

Signature: _____ **Date:** _____