



Eastern Illinois University  
600 Lincoln Avenue  
Charleston, IL 61920

## PURCHASING CARD FAX COVER SHEET

For Business Use Only with the Eastern Illinois 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.

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

### VENDOR INFORMATION

<b>Name:</b>		<b>Contact Name:</b>	
<b>Address:</b>		<b>Contact Phone Number:</b>	
		<b>Contact Fax Number:</b>	
<b>City, State, &amp; Zip:</b>			

### 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.

<b>Deliver To Name:</b>	
<b>Deliver To Department Name:</b>	
<b>Building Name &amp; Room Number</b>	
	Eastern Illinois University Central Receiving University Drive & Hayes Street Charleston, IL 61920

### PAYMENT INFORMATION

<b>MasterCard Number:</b>		<b>Expiration Date:</b>	
<b>Name Embossed on Card:</b>		<b>Tax Exempt Number:</b>	E9988-4781-05

Signature: \_\_\_\_\_

Date: \_\_\_\_\_