|  |  |  |  |
| --- | --- | --- | --- |
| CREDIT CARD LOG  | Transaction #  | Acct Balance $  | Statement Date:  |

|  |  |
| --- | --- |
| Vendor name/address, Salesperson's name, Phone #  | Ship to: NASA Goddard Space Flight Center ATTN: Yan Lui, Code 549.0 Bldg 7/Room 163 Greenbelt, MD 20771  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tax Exempt # 3000 5004 (MD)  | Purchase Date  | Date Expected  | Date All Rec'd  | Requester  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Description - Brand Name, Model #, Part # | Qty | Unit Price | Total | Qty Recd Date |
|     |       |     |       |       |  |
|     |       |     |       |       |  |
|     |       |     |       |       |  |
|     |       |     |       |       |  |
|     |       |     |       |       |  |
|     |       |     |       |       |  |
|  |  |  |  |  |  |

Justification:

|  |  |
| --- | --- |
| Subtotal  |       |
| Shipping  |       |
| TOTAL  |       |

I certify that items purchased are allowable commodities, not available from Store Stock, and ADP items have been reported to the Property Administrator. Receipts/Packing slips attached.

|  |  |  |
| --- | --- | --- |
| Priority 1 | One day order | [ ]  |
| Priority 2 | One week order | [ ]  |
| Priority 3 | One month order | [ ]  |

Function # \_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Signature

Function Manager/Date

Project Manager/Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government/Date

Branch/Date