|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |
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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