MISSISSIPPI UNIVERSITY FOR WOMEN
PROCUREMENT CARD
TELEPHONE ORDER LOG

Department Name: _____ **Account #:** _____

Cardholder Name: _____ **Month & Year:** _____

Date	Time	Vendor	Quantity	Description of Item	Price Per Unit	Price
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00

Please Note: This log can be used for orders placed via fax or the internet. This log must be submitted along with the procurement card transaction form, monthly billing statement, and receipts to the Office of Resources Management at W-Box 1611 within 4 business days of receiving the statement from the Bank.