



fsucard

FSUCard Services
 Florida State University
 104 N. Woodward Avenue
 Tallahassee, FL 32306
 (850) 644.7777 | FSUCard@fsu.edu

FSUCard Order Form

DATE	DEPARTMENT NAME		SELLING DEPARTMENT
			FSUCard Services
DATE REQUIRED	CONTACT	TELEPHONE #	NOTES:
CUSTOMER TYPE	DEPT ID/FOUNDATION ACCT. ¹		
BUDGET MANAGER		BUDGET MANAGER APPROVAL	

ALL PRICES ARE ESTIMATES UNTIL FINAL INVOICE

ITEM	PURCHASE ORDER# ²	LINE #	QUANTITY	DESCRIPTION OF ITEMS OR SERVICES REQUESTED	UNIT PRICE	EXTENDED PRICE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Total Amount						

Submit to FSUCard Services

¹ FSUCard Order Forms paid from 599 funds must be sent to accountspayable@foundation.fsu.edu for approval before submitting to FSU Card Services; does not apply to External customers.

² Only applies to Internal customers.