

Virginia Tech
Department of Chemistry
Purchasing Card

Date of Submission: _____

Name: _____

Phone/Email: _____

Amount: _____

Fund: _____

Seller(s): _____

Category of Purchase(s):

Lab Supplies

Equipment

Instrument Parts/Supplies

Chemicals

Other _____

Reason of Purchase: (Description of items purchased and Brief explanation on how this item(s) will be used within the department or on sponsored projects.)

Category of Purchase:

Airfare

Registration

Reason of Purchase: (Brief explanation for purpose of travel.)

TA if Known _____

Prior to submission of form, please ensure entire form has been completed to guarantee quick processing.