

PURCHASING CARD TELEPHONE/ INTERNET ORDER

(For Internal Use Only. Retain With Receipts)

Reminder: Key Largo Wastewater Treatment District is exempt from Florida Sales Tax. Give vendor the tax exemption number on the Purchasing Card.

It is the Cardholder's responsibility to obtain receipts from telephone/Internet purchases, attach them to this form, and forward this form and the receipts with their monthly statements.

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| Supplier | |
| Phone Number | |
| Date Order Placed | |
| Order Called in by (Cardholder's Name) | |
| Order Called to (name of supplier's representative) | |

| Item # | Detailed description of Items/ services ordered (size, etc.) | U/I | Quantity | Cost per U/I | Extended Cost |
|------------------------|---|------------|-----------------|---------------------|----------------------|
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| TOTAL PURCHASE: | | | | | \$ |