



CREDIT CARD PURCHASES	<b>VENDOR INFORMATION</b>	Page 1 of 1
		SECTION 4.6.21

1. The Purchasing Department makeS purchases with a credit card.
2. Through credit card purchases, the Purchasing Department hopes to reduce paperwork, processing costs, improve delivery and reduce requisition to delivery time.
3. If a verbal purchase is made by credit card, the vendor will receive the following information from purchasing: card name, card number, card expiry date, buyer name, delivery address, business unit, end user name and department, delivery date, delivery address and address to send receipt.
4. The vendor packing slip **must** show in the P.O. number area, “buyers name”.
5. You must show the words CREDIT CARD and the buyers name in the P.O. area on the packing slip. If possible staple the credit card receipt to the packing slip.