

TRAVEL INFORMATION

Destination: _____

Purpose: _____

Dates: _____

**Department of Electrical Engineering
Credit Card Order Form**



Order Date: _____ Ordered By: _____

Ordered From: _____

Description: _____

Quantity: _____ Total Price: _____

Account Code: _____ Project Grant # to Charge: _____

Meal Attendees: _____

NOTE: The University is Tax Exempted if tax is incurred you will be responsible for reimbursement.

This form must be filled out in its entirety when making any and all purchases on a departmental credit card. Form should be submitted within 24 hours of purchase.

For Office Use Only:

If charged to a Holding Account, will be charged to _____

If you have any questions, please contact:

Purchasing / eepurch@princeton.edu