

SUMMIT COUNTY SERVICE AREA 3

A RESOLUTION REPLACING AND RESTATING THE DISTRICT'S PURCHASING PROCEDURES

REGULATION NO. 2025-09 REPEALING AND REPLACING 2018-01

WHEREAS, Summit County Service Area #3 (the "Service Area") is a Utah service area, existing under and by virtue of the provisions of the Service Area Act, Utah Code § 17B-2a-901, et seq.; and

WHEREAS, Utah Code § 17B-1-618 authorizes the Service Area Board of Trustees ("Board") to adopt purchasing procedures to govern Service Area procurements and purchases; and

WHEREAS, the Board desires to repeal and replace the Service Area's current purchasing procedures as found in Regulation #2018-01 to better align with the Service's Area's current needs and circumstances, and to establish more efficient purchasing procedures; and

WHEREAS, as part of the new purchasing procedures, the Board desires to adopt a credit card policy that is based upon the Utah State Auditor's credit card policy template.

NOW, THEREFORE, be it RESOLVED by the Board of Trustees of the Summit County Service Area #3 that, effective immediately:

1. Adoption of Purchasing Policy. Regulation No. 2018-01 is repealed in its entirety and replaced with the new purchasing procedures (the "Policy") attached to this Resolution.
2. Direction to Staff. The Service Area staff are authorized and directed to take such steps as may be needed: (a) for this Resolution to become effective under Utah law; (b) to finalize and post notice of the Resolution pursuant to Utah Code §17B-1-313; and (c) to make non-substantive edits to correct any scrivener's, formatting, and numbering errors as may be needed.

ADOPTED AND APPROVED by majority vote at a duly called meeting of the Board of Trustees of Summit County Service Area #3 on this 16th day of September 2025.

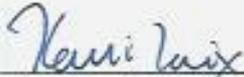
[execution on following page]

SUMMIT COUNTY SERVICE AREA NO. 3



Scott Witkin, Chair

ATTEST:



Karri Taix, Board Clerk

VOTING

Trustee Ball voting
Trustee Blum voting
Trustee Olson voting
Trustee Parisi voting
Trustee Price voting
Trustee Taix voting
Trustee Witkin voting

yes
yes
yes
yes
yes
yes
yes

PROCUREMENT PROCEDUES OF SUMMIT COUNTY SERVICE AREA 3

Adopted September 16, 2025

I. GENERAL PROVISIONS

A. **Purposes.** The underlying purposes of these purchasing procedures are to:

1. Ensure the fair and equitable treatment of all persons who wish to or do conduct business within the District.
2. Provide for the greatest possible economy in District procurement activities.
3. Foster effective broad-based competition within the free enterprise system to ensure that the District shall receive the best possible service or product at the lowest possible price.

B. **Compliance.**

1. This Policy shall not prevent the District from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.
2. When procurement involves the expenditure of federal assistance funds, the District shall comply with applicable federal law and regulations.

C. **Definitions.**

1. "Accountant" means the District's accountant.
2. "Board" means the Board of Trustees for the District.
3. "Business" means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.
4. "Change order" means a written order signed by the purchasing agent, directing the contractor to suspend work or make changes, which the appropriate clauses of the contract authorize the purchasing agent to order without the consent of the contractor or any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished by mutual action of the parties to the contract.
5. "Contract" means any District agreement for the procurement or disposal of supplies, services, or construction.

6. "District" means Summit County Service Area #3.
7. "General manager" means the general manager the Board has appointed to exercise the administrative powers of the District.
8. "Invitation for bids" means all documents, whether attached or incorporated by reference, used for soliciting bids.
9. "Person" means any business, individual, union, committee, club, other organization, or group of individuals.
10. "Policy" means the District's purchasing procedures as set forth in this regulation.
11. "Procurement or Purchase" means buying, purchasing, renting, leasing, leasing with an option to purchase, or otherwise acquiring any supplies, construction, or other services.
12. "Procurement Item" means any supplies, construction, or other services that the District may acquire pursuant to this Policy.
13. "Professional and Engineering" means any professional service including but not limited to legal, accounting, financial services, water engineering, road engineering, etc.
14. "Program" means the policies and procedures in Section VII that govern the District's credit cards.
15. "Purchasing agent" means the person the District's Board of Trustees appoints pursuant to this Policy to enter into and administer contracts and make written determinations with respect thereto on behalf of the District pursuant to this Policy.
16. "Purchase description" means the words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specifications attached to or made a part of the solicitation.
17. "Request for proposals" means all documents, whether attached or incorporated by reference, used for soliciting proposals.
18. "Sole Source Procurement" means a procurement without competition pursuant to a determination by the purchasing agent under Section III.A.4 that there is only one source for the procurement item.

II. PURCHASING AGENT

The District's Board of Trustees appoints the General Manager as the District's purchasing agent, who shall be responsible to make procurements, solicit bids and proposals, enter into and administer contracts, and make written purchasing determinations for the District in accordance with this Policy and in accordance with applicable law. The Board may, in its sole discretion, appoint someone other than the General Manager to serve as the District's purchasing agent by majority vote taken during a duly noticed public meeting of the Board.

III. SOURCE SELECTION AND CONTRACT FORMATION - GENERAL PROVISIONS

A. Purchase not requiring sealed bids.

1. Recurring Payments. Payroll, utility, and recurring payments, including up to \$25,000 are exempted from the following requirements, provided such payments have been budgeted for and are in line with the respective budgeted purposes and responsibilities.
2. Other Exempted Procurements. Procurements are also exempt from the following requirements if the General Manager determines in writing that:
 - a. There is only one source for the procurement item, or
 - b. One of the following elements has been satisfied:
 - i. Transitional costs are a significant consideration in selecting a procurement item;
 - ii. The resulting costs are unreasonable or cost-prohibitive, and that the award of a contract without engaging in a standard procurement process is in the best interest of the District; or
 - iii. That make awarding the contract through a standard procurement process impractical and not in the best interest of the District.
3. Small Purchases: Small purchases costing less than \$50,000 in total, shall not require bids of any type. (Purchases shall not be artificially divided to constitute a small purchase under this section.)
4. Purchases Requiring Telephone Bids: Purchases costing more than \$50,001 but less than \$100,000 in total, shall require three (3) telephone bids, if possible.

5. State Contracts: Purchases made through the cooperative purchasing contracts administered by the State Division of Purchasing or other governmental entity which has applied its purchasing and procurement policies.
6. Sole Source Procurement: Purchases made from a sole-source provider if the purchasing agent determines in writing that a sole source procurement is needed for one or more of the following reasons. The purchasing agent shall also ensure that the terms of the contract, including price and delivery, are in the best interests of the District.
 - a. There is only one source for the procurement item; or
 - b. The transitional costs are a significant consideration in selecting the procurement item and the results of a cost-benefit analysis demonstrate that transitional costs are unreasonable or cost-prohibitive, and that the award of a contract without engaging in a standard procurement process is in the best interest of the District; or
 - c. The award of a contract is under circumstances that make awarding the contract through a standard procurement process impractical and not in the best interest of the District.
7. Emergency and Urgent Purchases. Purchases required during an emergency, i.e., an eminent or highly possible threat to the public's health, welfare, or safety. However, as much competition as practical should be obtained; and, such purchases should be limited to amounts necessary to the resolution of the emergency. The purchasing agent shall also document in writing the nature of the urgent or emergency that required the purchases and the actions taken to procure the procurement item. The purchasing agent shall notify the Board of Trustees as soon as reasonably possible of the need for, amount of, and nature of any emergency purchase made pursuant to this subsection.

B. Purchases Requiring Sealed Bids.

1. General. All contracts for a procurement item with an estimated value that is \$100,001 or more shall be awarded by competitive sealed bidding except as otherwise provided by this Policy.
2. Invitation for Bids. An invitation for bids shall be issued when a contract is to be awarded by competitive sealed bidding. The invitation shall include:
 - a. A description of the procurement item that the District seeks;
 - b. Instructions for submitting a bid, including the deadline for submitting a bid;

- c. The objective criteria that the District will use to evaluate bids;
 - d. Information about the time and manner of opening bids; and
 - e. Terms and conditions that the District intends to include in a contract resulting from the bidding process.
3. Publication. The purchasing agent shall publish an invitation for bids in accordance with the requirements of Utah Code § 63G-6a-112, meaning that the purchasing agent shall publish the bid at least fourteen (14) days prior to the date set forth therein for the opening of bids on the District's website or on a website owned, managed by, or provided by the State of Utah for the posting of public procurement notices. The purchasing agent may reduce the fourteen (14) day period described in this subsection in accordance with Utah Code § 63G-6a-112.
 4. Opening of Bids. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitations for bids. The amount of each bid and any other relevant information, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection.
 5. Acceptance of Bids. Bids shall be unconditionally accepted without alternation or correction, except as authorized in this Policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids.
 6. Corrections and Withdrawals of Bids. Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted. After bid opening no changes in bid prices or other provisions of bids prejudicial to the interest of the District of fair competition shall be permitted. All decisions to permit the correction or withdrawal of bids or to cancel awards or contracts based on bid mistakes shall be supported by a written determination made by the purchasing agent.
 7. Contract Negotiation and Awards. The contract shall be awarded with reasonable promptness, by written notice, to the lowest bidder whose bid meets the requirements and criteria set forth in the invitation for bids, subject to the purchasing agent concluding any negotiations that may be needed to finalize the contract.
 8. Construction Contracts. The District shall follow the procedures contained in Utah Code § 11-39-101 et seq. for the letting of contracts for the construction of building improvements or public works projects as defined therein and any provision of this policy that conflicts with the provisions of Utah Code §

11-39-101 et seq. shall not apply to the letting of contracts covered by this chapter of state law.

- C. **Prior Board of Trustees Authorization.** The purchasing agent shall secure the Board of Trustees's prior authorization before purchasing a procurement item that is not a procurement made pursuant to Section III.A.1 (recurring payments) or Section III.A.3 (small purchases).
- D. **Cancellation and Rejection of Bids.** An invitation for bids, a request for proposals, or other solicitations may be canceled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interests of the District. The reasons shall be made part of the contract file.
- E. **Use of Competitive Sealed Proposals in lieu of Bids (Requests for Proposals).**
 - 1. Competitive Sealed Proposals. When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the District, a contract may be entered into by competitive sealed proposals. Competitive sealed proposals are most appropriately used for professional service-type contracts.
 - 2. Solicitation of Competitive Sealed Proposals.
 - a. The request for proposals shall state the relative importance of price and other evaluating factors;
 - b. Proposals shall be solicited through a request for proposals; and
 - c. Public notice of the request for proposals shall be given at least ten (10) days prior to the advertised date of the opening of the proposals.
 - 3. Opening of Competitive Sealed Proposals. Proposals shall be opened to avoid disclosure of contents to competing offerors during the process of negotiation. A register of proposals shall be prepared and shall be open for public inspection after contract award.
 - 4. Fair and Equal Treatment. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
 - 5. Awards for Competitive Sealed Proposals. Awards shall be made to the person whose proposal is determined, in writing, to be the most advantageous to the

City, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

- F. **Professional and Engineer Services.** Professional and engineering services are qualification-based procurements. Contracts should be negotiated by the purchasing agent based on demonstrated competence at fair and reasonable prices and in the best interest of the District. Awarded contracts may be renewed or negotiated from time to time to reflect the best interest of the District.
- G. **Determination of Non-responsibility of Bidder.** Determination of non-responsibility of a bidder or offeror shall be made in writing. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to the bidder or offeror. Information furnished by a bidder or offeror pursuant to this section shall not be disclosed outside of the purchasing division without prior written consent by the bidder or offeror.
- H. **Cost-Plus-A-Percentage-Of-Cost Contracts Prohibited.** Subject to the limitations of this section, any type of contract which shall promote the best interests of the District may be used, provided that the use of a cost-plus-a-percentage-of-cost contract is prohibited. A cost-reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the District than any other type or that it is impracticable to obtain the supplies, services, or construction required except under such a contract.
- I. **Multi-Year Contracts.** The District may enter into multi-year contracts, which shall not exceed five (5) years, including renewal periods, unless extended pursuant to Utah Code § 63G-6a-1204(7).

IV. APPEALS

- A. **Filing of Appeals.** Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may appeal to the Board. An appeal shall be submitted in writing within five (5) days after the aggrieved person knows or should have known of the facts.
- B. **Written Decision Required.** The Board may hear appeals filed under this Policy or may appoint an administrative law judge to hear such appeals. The Board or the administrative law judge, as the case may be, shall:
 - 1. Schedule a hearing with the appellant to consider the appeal, at which time the District and the appellant may present evidence and call witnesses; and

2. After holding a hearing with the appellant, issue a written decision to the appellant regarding the appeal that includes findings of fact and conclusions of law, which shall state the reasons for the action taken and inform the appellant of their right to appeal the decision to the district court.

- C. **Final Action.** A written decision issued by the Board or an administrative law judge, as the case may be, on an appeal filed under this section shall constitute the District's final administrative action on an appeal. Appellants may then challenge the District's decision in district court pursuant to state law.

V. ETHICS IN PUBLIC CONTRACTING

- A. **Conflicts of Interest Prohibited.** No person involved in making procurement decisions may have personal investments in any business entity which shall create a substantial conflict between their private interests and their public duties. The purchasing agent and all applicable District officials, staff, and contractors shall comply with the District's ethics and nepotism ordinances, policies, and other applicable requirements when making procurement decisions or otherwise implementing this Policy.

- B. **Penalties.** In accordance with applicable state law, any person involved in making procurement decisions is guilty of a felony if the person asks, receives, or offers to receive any emolument, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own use or the use or benefit of any other person or organization from any person or organization interested in selling to the District.

VI. **CHANGE ORDERS.** The purchasing agent shall approve and execute all change orders after consulting with the Board. Provided, however, that the Board shall, by a majority vote taken during a duly noticed public meeting, approve those change orders that satisfy one of the following elements before the purchasing agent may execute the change order:

1. The change order increases the cost of a previously approved procurement by more than \$1,000; or
2. The District's budget does not authorize the change order.

VII. CREDIT CARDS

- A. **Credit Card Procedures Generally.** The procedures set forth in this Section (i.e., the "Program") shall govern the issuance and use of District credit cards, the types of purchases that can and cannot be made with District credit cards, and the records that must be maintained and reconciled monthly regarding District credit cards.

B. **Process to Obtain a District Credit Card.** The District may authorize certain Board members and staff person(s) to receive District credit cards to conduct business on behalf of the District. After the Board has authorized an individual to receive a District credit card, the authorized person shall submit a signed and completed Acceptance Agreement (**Appendix A**) to the General Manager. The person's signature on the Acceptance Agreement (**Appendix A**) indicates that they understand the intent of the Program and agree to adhere to the Program's guidelines.

C. **Cardholder Responsibilities.** Cardholders shall do the following:

1. Compliance with the Policy and the Program. All cardholders shall read and understand the Policy and the Program.
2. Receipt of Credit Card. Upon receipt of an approved credit card, it is the responsibility of the cardholder to sign the back of the issued card.
3. Security. The credit card shall be issued in the name of the cardholder and it will be assumed that any purchases made with the card will have been made by the cardholder. Cardholders shall:
 - a. Be responsible for the security of the credit card they receive and the transactions they make with the credit card;
 - b. Keep the credit card and the corresponding account information secure;
 - c. Identify and immediately report a lost or stolen credit card, lost or stolen account information, possible disputed or fraudulent charges, or any discrepancies in a credit card statement to the General Manager, the Accountant, and the District's treasurer;
4. Use of Credit Card for Authorized Purchases. The cardholder is the only person entitled to use the credit card issued and shall only use the credit card to make authorized purchases in accordance with the Program, as prescribed by the Policy, and when properly budgeted for in the District's budget. Authorized purchases include:
 - a. Business related uses, subscriptions, seminars, dues, books;
 - b. Office supplies,
 - c. Furniture;

- d. Small tools (purchase/rental), electrical, safety and building maintenance supplies;
 - e. Parts and maintenance supplies;
 - f. Certain allowable travel expenditures, including hotel rooms when applicable;
 - g. Conference registrations and/or seminar rooms; and
 - h. District-sponsored group gatherings.
5. Prohibited Credit Card Purchases. Cardholders are strictly prohibited from using District credit cards to purchase:
- a. Any merchant, product, or service normally considered to be an inappropriate use of District funds;
 - b. Purchase of items for personal use or consumption;
 - c. Purchasing in violation of the Policy;
 - d. Gift cards/certificates, except when previously authorized by the Board;
 - e. Alcohol;
 - f. Consultants:
 - i. Architects;
 - ii. Engineers;
 - iii. Attorneys and Attorney's fees; or
 - iv. Medical, including hospital/doctor visits
6. Receipts. Cardholders shall retain receipts for all transactions and provide them to the General Manager and the Accountant. In the absence of a receipt, the cardholder shall sign and submit a completed Missing Receipt Form (see **Appendix B**) to the General Manager, the Accountant, and the District treasurer. If a cardholder uses the credit card to make a purchase via phone, mail, e-mail, or other electronic means, the cardholder shall ask the supplier to include an itemized receipt with the goods when the product is shipped to the cardholder. This itemized receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase.

7. Reconciliation. Cardholders provide all credit card reconciliations, statements, and receipts, and any applicable warrant requests for each transaction to the Accountant within two (2) business days of receiving each monthly credit card statement.
8. External Auditors. Cardholders shall participate in any audit, including external audits, regarding their use of a District credit card.
9. Noncompliance. Failure to comply with the guidelines established for the Program may result in severe consequences, up to and including termination of employment for the cardholder. The Board may also direct the General Manager to seek personal liability against a cardholder who misuses a credit card or require a cardholder to repay the District for disallowed charges by check, United States currency, or salary deduction.

D. General Manager and Accountant Responsibilities.

1. Personnel Changes. When the cancellation of a credit card is needed due to the termination of a card holder's employment with the District or other personnel changes, the General Manager shall immediately notify the Board and:
 - a. Take possession of the credit card and any outstanding original receipts; and
 - b. Immediately notify the Accountant so the Accountant can notify the card issuer and close the account.
2. Payments. The Accountant shall tender payment on credit card statement immediately upon receipt or immediately upon the Board's approval of the expenditure, as applicable;
3. Reconciliations. The Accountant shall complete credit card reconciliations within fifteen (15) days of a credit card statement's payment due date.
4. Reviews. The Accountant shall review the cardholder's reconciliation and transactions for completeness, accuracy, and compliance with the Policy, the Program, and other applicable District requirements.
5. Questionable Transactions. The Accountant shall ask the cardholder about questionable transactions for clarification purposes.
6. Misuse. The Accountant shall report any misuses of credit cards immediately to the General Manager, who shall inform the Board of such misuses.

7. Warrant Forms. The Accountant shall sign the warrant form for each cardholder after review, as applicable.
 8. Reimbursement from State of Utah. If sales tax has been paid, take appropriate action to obtain reimbursement from the State of Utah.
- E. **Built-In Restrictions**. The General Manager shall assign each credit card monthly and single-purchase credit limits. If a cardholder finds over time that these limits are too low to accommodate their monthly requirements, the cardholder shall contact the General Manager, who may increase the limit after consulting with the Accountant. The General Manager may also block, if necessary, certain supplier's merchant category codes, in which case the card will be declined when used with a blocked merchant. Cardholders shall contact the General Manager, or the Accountant in the General Manger's absence, regarding issues with a possible blocked card.
- F. **Reconciliation and Payment**.
1. The Program carries District liability, not individual, liability. Credit card Invoices will be paid by the Accountant as outlined in Section VII.D. The cardholder will not be required to pay the monthly statement using personal funds if the cardholder used the credit card for authorized District purchases. The program does not impact the cardholder's personal credit rating in any way.
 2. Each cardholder will receive a statement identifying all transactions made against the credit card during the previous billing cycle. The statement must be reconciled against the receipts for accuracy. The reconciled statement is to be sent to the Accountant for review and approval. The cardholder's activity may be audited at any time.
- G. **Disputed Transactions**.
1. The Accountant shall notify the General Manager and the issuing credit card company of any disputes within sixty (60) days of the monthly statement date. If a dispute is not identified in writing within sixty (60) days of the monthly statement date, the General Manager shall then resolve the dispute with the supplier in consultation with the Accountant.
 2. If an audit is conducted on the cardholder's account, the cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the cardholder is responsible for showing that the error or dispute resolution process was completed.

VIII. MISCELLANEOUS

- A. **Successor Statutes.** Any statute referred to in this Policy shall be deemed to include that statute as amended, restated, and/or replaced from time to time, and any successor legislation to the same general intent and effect.
- B. **Severability.** If any section, subsection, sentence, clause, or phrase of this Policy is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Policy.

Appendix A

CREDIT CARD HOLDER ACCEPTANCE AGREEMENT

The following Credit Card Acceptance Agreement must be signed by all authorized employees of SA3 with access to a credit card.

I understand that SA3 has authorized my use of an SA3 credit card for authorized SA3 expenditures on its behalf. In accepting and/or using the card, I agree to be bound by the terms and conditions which follow.

- I will use the card issued to me for the payment of authorized expenses consistent with my organizational responsibilities and to satisfy the needs of my department and the SA3
- I will not use the card to obtain cash advances
- I understand that **I am the only authorized card user** and accept the responsibility and accountability for the protection and proper use of the card
- I will not use the card for personal use or for any other non-SA3 purposes
- I understand that all purchases shall be made in accordance with applicable purchasing and credit card policy and procedures approved by the SA3 Board of Trustees
- I understand that I will be responsible for the timely reconciliation of all credit card transactions charged to my assigned card
- I understand that I am responsible to provide appropriate documentation/receipts for credit card transactions charged to my assigned card
- I will surrender my assigned card to the SA3 General Manager, Accountant, or a member of the Board of Trustees, in the event of my separation from the SA3
- I understand that any charges against my assigned card that are not properly identified or not allowed by the SA3 shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the General Manager or member of the SA3 Board of Trustees
- I will immediately report any stolen or lost card to the General Manager or Accountant

I understand that any variance and/or violation of the above conditions will result in cancellation of my assigned credit card. Misuse of the card could result in disciplinary action, including termination, and/or personal liability for unapproved charges. All SA3 credit cards are subject to examination by external and internal auditors.

I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.

Name: _____ Title: _____

Signature: _____ Credit Card #: _____

Appendix B

SUMMIT COUNTY SERVICE AREA #3 CREDIT CARD MISSING RECEIPT FORM

This form is to be used as documentation only if the actual receipt, invoice, packing list, or internet order screen print is unavailable for a transaction made on a Entity Credit Card. It will be allowed only as a rare circumstance. It must be filled out COMPLETELY and signed by the General Manager and Accountant.

*Cardholder Information

Cardholder Name:		Account #:	
Department:		Extension:	

*Why is the original receipt, packing list, invoice, or other appropriate substitute mi

*Supplier Information

Supplier Name:		Phone #:	
City and State:			
Date of Purchase:			
Order placed with (name of supplier's representative):			

*Item Description	Quantity	Unit Price	Amount
* Order Total			

The Entity is exempt from sales tax in most instances. Tax Exempt #:XXXXX

*Cardholder Signature: _____ Date: _____

*General Manager or Accoun _____ Date: _____

** = Required Information*

NOTE: Repeated loss of receipts may be grounds for discontinuing a Cardholder's use of the Credit Card or other disciplinary action may be taken.