

PURCHASING CARD
SUPPLIER NON-ACCEPTANCE

Instructions: Cardholders who encounter suppliers who will not accept the Ohio University Purchasing Card should complete this form. This information will be used to enroll suppliers in the Purchasing Card program.

Forward this form to:

Purchasing Card Administrator
Purchasing Department
205 HDL Center
Cardholder Name: _____

Department: _____

Date: _____

Supplier Information

Supplier Name: _____

Contact Name: _____

Address: _____

Phone: _____

Would you use this supplier more often if they accepted the Purchasing Card?

Yes _____ No _____

Comments: _____

