Vendor Agreement for Purchase of Travel Services

To: ________________________________ At: ________________________________

The below listed individual(s) is authorized to purchase the following described travel services from you using the State of Florida, University of Florida Visa Purchasing Card issued in my name. They will each provide picture identification upon request.

Charge #1. Name: ________________________________ Date of service: __________
Type of Service(s): ________________________________ Amount: __________

Charge #2. Name: ________________________________ Date of service: __________
Type of Service(s): ________________________________ Amount: __________

Charge #3. Name: ________________________________ Date of service: __________
Type of Service(s): ________________________________ Amount: __________

Only the type(s) of service cited may be purchased by the individual(s). Services other than those stated above will be the sole responsibility of the individual(s). Because of our payment system, you must charge my account separately for each individual. I have provided you with my account number and expiration date telephonically.

Cardholder Signature: ____________________________________________
Print Name: ____________________________________________________
Telephone #: ____________________ Fax #: ____________________________ Date: ____________________

VENDOR ACKNOWLEDGMENT

It is agreed that the services authorized by the above cardholder shall be provided to the individual(s) listed without demand of additional cash or credit card payment. Payment for purchases or services not authorized above shall be obtained from the individual(s). I confirm that the cardholder’s account number and expiration date has been provided to me and is accepted as the method for full payment of the authorized services. The account will be charged separately for each individual and itemized receipts will be provided. Confirmation numbers for each are shown below.

Signature:

________________________________________

Title: _____________________________ Date: ______________

Confirmation Numbers: 1.__________ 2.__________ 3.__________