



Supplier Non-Acceptance

Purchasing Card / Stored Value Card

Instructions: Cardholders who encounter suppliers who will not accept Shawnee State University's purchasing card should complete this form. The information will be used to enroll suppliers in the PCard program.

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: _____

