



Business office only

PO # _____

PRD # _____

PURCHASING VOUCHER

This form is only used for purchase orders, payment request documents, and shopping cart/punch out orders

Purchaser Name: _____

Vendor: _____

Amount: _____

Account Number/SIO: _____

Cost Center: Grant (check one)

Items Purchased:

If food is purchased, also include:

- Itemized receipt
- List of attendees
- Agenda

Detailed Business Purpose:

Business office only

PO request date: _____

Goods receipt date: _____

Invoice sent to AP date: _____