

SECTION III--ACCOUNTING RECORDS

ILLUSTRATION 3

PURCHASE ORDER

(OPTIONAL)

DATE _____

P.O. No. _____

PURCHASE ORDER

Vendor:

Ship To:

Ship Via:

F.O.B

Tax Exempt #
Charge Tax

Quantity Ordered	Quantity Received	Description	Unit Price	Extension

Fund	Account

Budget Authorization _____
Business Manager _____ Date _____

Purchase Authorization _____
Designated Person _____ Date _____

White - Vendor Copy
Yellow - Business Manager
Pink - Receiving Document

Merchandise Receipt _____
Department Head _____ Date _____