PURCHASE FORM Helena College

ORDER STATUS: (Complete all that apply.) PURCHASE ORDER # _____

ORDER HAS BEEN PLACED ☐**Y / N**☐ DATE ORDERED_____ ORDERED BY _____

ORDER HAS BEEN RECEIVED ☐**Y / N**☐ DATE RECEIVED_____ RECEIVED BY_____

ORDER WAS PLACED ON PURCHASING CARD ☐**Y / N**☐

RECEIPT/INVOICE MUST BE ATTACHED

VENDOR/PAYABLE TO_____ Index Paying _____

Complete Address _____ Date Submitted _____

_____ Submitted By _____

_____ Date Item Needed _____

Vendor Phone: _____

Vendor Fax: _____

ACCOUNT CODE	ITEM NUMBER	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
		Shipping and Handling (FOB DESTINATION)			
		ESTIMATED GRAND TOTAL			$0.00

Approved By:_____ Date:_____
Department Chair/Supervisor

Approved By:_____ Date:_____
Associate/Assistant Dean

Approved By:_____ Date:_____
Dean

FOR RECEIVING USE ONLY:

Received By: _____

Date: _____

Comments: _____

BUSINESS OFFICE USE ONLY:

Ordered By: _____ Date:_____

Confirmation #_____

Vendor Id:_____

Date:_____ Banner #_____

Index:_____ Account:_____