

Shipping and Receiving: Place in **Perry's S&R Area Box**.

Receipt from Purchase: Place in **Bus. Ofc. Mail Box** to be processed.

Attach Gas Receipt (with Vehicle/Tag #), Store Receipt, Invoice, etc. to appropriate form.

If your attached invoice does not contain the catalog number, please add it to the table below.

Card Holder Name: _____

Card Holder Signature: _____

P.I. Signature: _____

UF ID #: _____

Vendor Name: _____

Dept. 6073 or Other: _____	
Project #: _____	Source of Fund: _____
Fund Code: _____	Flex #: _____
Program Code: _____	CRIS REEport #: _____

Order Date _____

Confirmation # _____

Qty	Material Description / Justification	*Catalog #	Unit Price	Total

Estimated Shipping Cost

GRAND TOTAL

Verification of Delivery: _____

Date: _____

Verification of Receipt: _____

Date: _____

Reconciler Initials _____

Approver Initials _____

Date: _____