

NORTH FLORIDA COLLEGE RECEIVING REPORT

REQUIRED INFORMATION

VENDOR: _____

DATE: _____

PURCHASE ORDER # _____

DEPARTMENT _____

REQUISITIONED BY: _____

INVOICE NUMBER _____

Copy of Invoice must be attached

\$ AMOUNT APPROVED _____

ORG. _____

APPROVAL DATE: _____

ACCT _____

DIVISION HEAD: _____

NOTE: When submitting an invoice for payment without having prior Purchase Order approval, the following signatures will be required to signify that verbal approval was given prior to an employee making an obligation to purchase.

PLEASE BE ADVISED THAT EMPLOYEES MAKING OBLIGATION TO PURCHASE WITHOUT PRIOR APPROVAL MAY BE HELD PERSONALLY RESPONSIBLE FOR PAYMENT.

SUBMIT TO BUSINESS OFFICE