

## Plant & Wildlife Sciences Department

### Purchasing Receipt Form

*PROMPTLY RETURN ORIGINAL RECEIPTS TO 273 WIDB*

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Purchased By: \_\_\_\_\_ Net ID: \_\_\_\_\_

For Whom: \_\_\_\_\_

Dept. Supervisor Approval Signature: \_\_\_\_\_

Dept. Account Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Business Purpose (why): \_\_\_\_\_

You may use one form for multiple transactions if the account and business purpose are the same.

Otherwise, you need to fill out a separate form for each transaction.

Store Name: \_\_\_\_\_

Amount: \$ \$ \$ \$ \$

What did you purchase? \_\_\_\_\_

Accounting Use Only:

Transaction #: \_\_\_\_\_

Date Scanned: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Reviewed in Y-Expense: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Keyed into QB: \_\_\_\_\_ Initials: \_\_\_\_\_