

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: _____