

# KETTERING FUNDS OR MATERIALS REQUEST

<b><u>SUGGESTED SUPPLIER / PAYEE:</u></b>	Bookstore  Check: Mail      Hold  Petty Cash  P.O.: Mail      Hold  Supply	<b><u>FOR PURCHASING DEPT. USE ONLY</u></b>  P.O. NO. _____ TERMS _____ SHIP VIA _____ F.O.B. _____
<b><u>DELIVER TO:</u></b>	Origination Date: _____  Date Needed: _____	

QTY.	I.D. NO.	DESCRIPTION & ESTIMATED COST	ACCTG. DEPT. USE

Acct. Code: _____	Approved by: _____	<b><u>AUDIT:</u></b>
Contact Person: _____	_____	<b><u>APPROVED:</u></b>
Received by: _____	_____	
Filled by: _____	_____	

VENDOR NO.	INDEX NO.	ACCT. NO.	INVOICE NO.	INVOICE DATE	DUE DATE	AMOUNT	DISC.	1099

# KETTERING FUNDS OR MATERIALS REQUEST COPY

<b><u>SUGGESTED SUPPLIER / PAYEE:</u></b>		Bookstore	<b><u>FOR PURCHASING DEPT. USE ONLY</u></b>
		Check: Mail          Hold	P.O. NO. _____
		Petty Cash	TERMS _____
<b><u>DELIVER TO:</u></b>	Origination Date: _____	P.O.: Mail          Hold	SHIP VIA _____
	Date Needed: _____	Supply	F.O.B. _____

QTY.	I.D. NO.	DESCRIPTION & ESTIMATED COST	ACCTG. DEPT. USE

Acct. Code: _____ Contact Person: _____ Received by: _____ Filled by: _____	Approved by: _____ _____ _____ _____	<b><u>AUDIT:</u></b>  <b><u>APPROVED:</u></b>
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