



Peru State College

Member Institution of the Nebraska State College System

PURCHASE ORDER

FORWARD TO: BUSINESS OFFICE
PERU STATE COLLEGE

Date of Request:		SAP Vendor #:
Vendor:		Federal ID #:
Address:		Purchase Order #:
		Vendor Type: 1 2 3
		<i>1 - Sole Proprietorship</i> <i>2 - Individual</i> <i>3 - Corporation</i>

BATCH NUMBER	BATCH DATE	DOCUMENT NUMBER	WARRANT NUMBER	PAID DATE
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DESCRIPTION	AMOUNT
Total Amount	

No Bids Necessary (Under \$2,500.00)

3 Bids Attached (Over \$2,500.00)

PURCHASE REQUESTED BY:	DEPARTMENT:
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I hereby certify that there are sufficient funds within the department from which this request is made, that the items listed are required for the functions of this department, and that the items are not of a personal nature. If the funds are derived from Federal or State Grant sources, I also certify the expenditure to be consistent with the grant terms and conditions. I also certify that the goods (and/or services) have been received.

PURCHASE APPROVED BY:	DATE:
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SAP BUDGET CODING BELOW TO BE COMPLETED BY THE DEPARTMENT

SAP G/L Acct.	SAP Budget	TOTAL

APPROVED FOR PAYMENT:
BUSINESS OFFICE APPROVAL