



Acct Descr.	
Account #	
Vendor #	
Batch Mo.	

## Visa Purchase

**\*\*All receipts must be attached and turned into the business office within 3 business days of purchase.**

Originator: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

Vendor Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Budget/Acct Descr: \_\_\_\_\_ FY: \_\_\_\_\_

Building Location:     3140                       3125

Item #	Qty	Item Description	Unit Price	Total
Shipping:		Estimated Cost:	Total amount	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**You can submit receipts and completed forms to the following email for processing [chasevisa@vandercook.edu](mailto:chasevisa@vandercook.edu) with your electronic signature and date or return paper copy to the business office.**