VanderCook
COLLEGE OF MUSIC

Acct Descr.	
Account #	
Vendor #	
Batch Mo.	

PO#

Purchase Order

- **Please fill out even if you received verbal approval**
- **Attach quotes or estimates received (when applicable)**
- **Checks will be disbursed upon receipt of invoice**

☐ I will place order w/ Company Credit Card ☐ Front Office to place order ☐ Invoice will be sent

Employee Purchaser: ______________________________ Date:___________

DEPT REQUIRED:

Huntington :

EVENT/ PURPOSE: ____________________________________ FY: ____________

Vendor Information:

Name ____

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

Department Approval: ____________________________ Date:_________________

CFO/ President Approval: ______________________________ Date:_________________

***All purchase orders must be approved prior to ordering.** **You can submit completed copy to the following email for processing** accountspayable@vandercook.edu. **An approved copy will be returned to you for order placement. Please allow 10 days for processing.**