XAVIER UNIVERSITY

AUTHORIZATION TO PAY INVOICE AGAINST STANDING ORDER

DATE	VENDOR NUMBER	PURCHASE ORDER NUMBER

DEPARTMENT - WHEN MATERIALS ORDERED AGAINST THIS RELEASE ARE RECEIVED AND CHECKED, FORWARD THIS FORM IMMEDIATELY TO THE COMPTROLLERS OFFICE - ATTENTION ACCOUNTS PAYABLE-4531

DEPARTMENT USE ONLY	ACCOUNTS PAYABLE USE ONLY	RECEIVED IN ACCOUNTS PAYABLE BY	DATE THIS FORM RCD.

DEPARTMENT CONTACT	DEPARTMENT PHONE	RELEASE #	REF. #	DEPARTMENT	MAIL LOCATION#
			R		-

VENDOR

SHIPPED TO

Fund	Org	Account	Fund	Org	Account

NO.	QUANTITY	UNIT	DESCRIPTION	RCD	UNIT PRICE	EXTENDED PRICE
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00
						$0.00

INTERNAL FORM ONLY DO NOT SEND TO VENDOR

PAYMENT OF INVOICE AGAINST THIS RELEASE IS AUTHORIZED

TOTAL $ $0.00

AUTHORIZED SIGNATURE

PURCH-012 (6/92)

Departmental Copy - Sent to Accounts Payable when goods rec'd

ML 4531

Reset form