

KETTERING FUNDS OR MATERIALS REQUEST

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

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

Index: _____ Contact Person: _____ Received by: _____ Filled by: _____	Approved by: _____ _____ _____ _____	<u>AUDIT:</u> <u>APPROVED:</u>
---	---	---

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

KETTERING FUNDS OR MATERIALS REQUEST COPY

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

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

Index: _____ Contact Person: _____ Received by: _____ Filled by: _____	Approved by: _____ _____ _____ _____	<u>AUDIT:</u> <u>APPROVED:</u>
---	---	---

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