



## Departmental Order for Purchases/Payments

**NUMBER:**

DATE PURCHASED:	CONTRACT NUMBER:			
<b>TRANSACTION INFORMATION</b>				
AUTHORIZED PAYMENT CATEGORY→ <b>(This is a required field)</b>	FORM SENT TO VENDOR	Yes	<input type="checkbox"/>	
	PRE-PAYMENT	Yes		
DEPARTMENT NAME AND DELIVERY ADDRESS <b>Virginia Polytechnic Institute and State University</b>	a. PURCHASE APPROVAL: I authorize this purchase.			
	Signature ↑		Date ↑	
	b. PURCHASE/PAYMENT FOR GOODS AND/OR SERVICES: I authorize purchase/payment of this expense.			
DEPARTMENT CONTACT	Signature ↑		Date ↑	
TELEPHONE				
VENDOR NAME AND ADDRESS	c. RECEIPT: I certify that the invoice and Departmental Order are in agreement with the goods or services for which payment is being made; that computations and coding on the Departmental Order are correct and discounts taken are proper.			
VENDOR/BANNER ID NUMBER	Signature ↑		Date goods/services received ↑	
INVOICE ADDRESS <b>Virginia Polytechnic Institute and State University</b>	d. REIMBURSEMENTS ONLY: I hereby certify that the expenses listed below were incurred by me and are necessary and appropriate expenditures of the University. By my signature, I acknowledge that the goods purchased become the property of Virginia Tech.			
	Signature ↑		Date ↑	
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>TOTAL AMOUNT</b>				

1099 CODE	CUSTOMER ACCOUNT NUMBER				AP REVIEWER'S INITIALS		DATE		
FUND	ORGN	ACCT CODE	ACTIVITY CODE	DOC. REF#	SEQ#	VENDOR INVOICE #	DATE ON INVOICE MO/DA/YR	DUE DATE MO/DA/YR	AMT
<b>TOTAL PAYMENT</b>									

Note: This transaction shall be governed by the laws of the Commonwealth of Virginia, the provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, and by the Terms and Conditions found at this web site: [http://www.purch.vt.edu/html.docs/do/do\\_terms.pdf](http://www.purch.vt.edu/html.docs/do/do_terms.pdf). 5/23/2022 11:32:10 AM Last updated May 23, 2022