

**DURHAM TECHNICAL COMMUNITY COLLEGE
PURCHASE ORDER APPROVAL**

This Document is for Internal Use Only - Do Not Send to Vendor

VENDOR NAME: _____ VENDOR #: _____
PO NUMBER: _____
ADDRESS: _____
PO BOX: _____
CITY: _____ STATE: _____ ZIP: _____

| <u>GL ACCOUNT CODE</u> | <u>INVOICE AMOUNT</u> |
|--|-----------------------|
| GL Account Code should only be filled in if a PO has not been created | |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL INVOICE AMOUNT: | _____ |

| <u>INVOICE NUMBER</u> | <u>INVOICE DATE</u> |
|-----------------------|---------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

APPROVED BY: _____ DATE: _____
FINANCE APPROVAL: _____ DATE: _____

Commodity Code: _____
(Business Office Use)

Please email your completed form to accountspayable@durhamtech.edu for processing.