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	PO Number	PO Line	Description	Amount
1.				

Section 1: Completed By Requesting Person/Unit

1. Vendor Invoice #: _____ 2. Invoice Date: _____ 3. IFS/SAP Contract #: _____

4. Project Name: _____

5. Amount: _____ Retention Amount: _____ Fund Code: _____

6. Payee Vendor #: _____ 7. Performance Period: Start Date: _____

8. Payable To: _____ End Date: _____

Remittance Address: _____

9. Warrant Delivery: _____

10. Comments: _____

Section 2: Approvals

11. Req Branch: _____ Dept: _____ Office: _____

Requester _____ Email _____ Date: _____ Phone: _____

12. Authorized By: _____ Date: _____ Phone: _____

Print Name _____

Signature _____

13. Approved By: _____

Print Name/Title _____ Date: _____ Phone: _____

Approval Signature _____

Section 3: Facilities Procurement And Payment Services Review And Approval

14. Processed By: _____ 15. Reviewed By: _____

Processed Date: _____ Reviewed Date: _____

16. Dist Rec'd Date: _____ 17. GR#: _____

18. FPPS Rec'd Date: _____ 19. FIRS Reference ID: _____