

THIS FORM NOT USED FOR EMPLOYEE TRAVEL

Email completed form and supporting documentation to:

agrbus@ksu.edu

IMPORTANT: PO# AGR- _____ - _____

Thank you in advance for completing an Agronomy Purchase Order, providing **a purchase order number allows you to forgo the rest of this form**. You may be contacted if the attached invoice requires more details.

Type of Payment Account/Fund: **KSU Foundation** **Non-Foundation** (APV/ Agency Payment Voucher)

Purchasers Name _____

Faculty's name responsible for account: _____

Account/Fund **number** for payment: _____ Date of Invoice: _____

Total amount to be paid: \$ _____ Invoice or Customer #: _____

Payee Name/Vendor to be paid: _____ Payee Title: _____

Purpose/description of purchase (brief) _____

New Vendor? No Yes (**completed W-9 attached**) if yes, also need the following;

Remit to address (only if different from invoice/statement): _____

City: _____ State: _____ Zip: _____

Type of Reimbursement:

Personal Reimbursement – signed itemized receipts attached, include names of attendees when applicable.

Miscellaneous – attach itemized receipts of all expenses; include names of attendees when applicable.

Other – attach itemized receipts of all expenses, include names of attendees when applicable.

--If item purchased is not being used for its intended use please explain how it is being used to benefit

Example: coffee filters; used in bottom of pots to prevent soil from leaking out.

Agronomy:

Purchase is for: Building Structure Ag Equipment Laboratory

AgSupplies Vehicle/ # _____