

Purchase Order/Check Request

Use this form when ordering/buying something through BRCI. BRCI must assign a PO # and set up-tax-exempt status with vendor prior to ordering. Please present this in advance with an approximate cost so we can verify that funds are available. Original receipts must be presented for bill to be paid. Thank you.

Date: _____
From: _____
Project Name for billing: _____
BRCI Grant ID #: _____

For Office Use Only

Purchase Order #:
Check # _____ Date: _____

Posted/Date:
QUICKBOOKS _____
PO MASTERLIST _____

ITEM #	QTY	DESCRIPTION	RATE	AMOUNT
TOTAL				

Please complete the Vendor information if you have a specific source you want to order the item(s) from.

VENDOR		ISSUE CHECK TO	
Name		Name	
Address		Address	
City		City	

Principle Investigator (print name) _____ Date _____

Signature: _____

Approved by: _____ Date _____
Dawn E. McKenna, Executive Director

Other (As required): Print Name/Title: _____ Date _____

Signature: _____