Federal Acquisition Regulation


U.S. GOVERNMENT

PURCHASE ORDER—INVOICE—VOUCHER

Anyone who finds this booklet, please notify:

OFFICE:

TELEPHONE NUMBER:

SPECIMEN
1. Filing in the Form
   (a) All copies of the form must be legible. To
       ensure legibility, indelible pencil or ball-point pen should
       be used. SELLER'S NAME AND ADDRESS MUST BE
       PRINTED.
   (b) Items ordered will be individually listed. General
       descriptions such as "hardware" are not acceptable.
       Show discount terms.
   (c) Enter any reference or other identifying de-
       scriptions, so captioned "PURPOSE." Also, enter
       proper government function, if known.
2. Distribution of copies
   Copy No. 1 is to be retained for use as the invoice or as
   an attachment to the commercial invoice.
   Copy No. 2 is to be retained for use as a record of the
   order.
   Copy No. 3 (original)
   (1) On sales of cash transactions where delivery
       has been made, attach receiving report section
       and forward with copy to the proper administrative
       office.
   (2) On other transactions, forward copy to location
       specified for delivery. Return receiving report
       section to be completed and then forwarded to the proper
       administrative office.
   Copy No. 4 (return)
   (1) Fill in as instructed or otherwise instructed.
3. When Paying Cash for Goods or Services
   (a) Enter the amount of cash paid and obtain
       seller's signature in the space provided in the cashier
       section of Copy No. 1. If seller prefers to provide a
       commercial cash receipt, attach it to Copy No. 1 and
       check the "paid in cash" block at the bottom of the form.
   (b) Distribution of copies when payment is by cash
       is the same as described above, except that Copy No. 1
       is retained by Government representative when cash
       payment is made. Copy No. 1 is used thereafter in
       accordance with agency instructions pertaining to
       handling receipts for cash payment.

**PURCHASE ORDER—INVOICE—VOUCHER**

<table>
<thead>
<tr>
<th>DATE OF ORDER</th>
<th>DOCUMENT NO.</th>
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<table>
<thead>
<tr>
<th>PRINT NAME AND ADDRESS OF SELLER (Include, State, City and Zone)</th>
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<thead>
<tr>
<th>FURNISH SUPPLIES OR SERVICES TO NAME AND ADDRESS</th>
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<tr>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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<tr>
<th>RECEIVED BY</th>
<th>SELLER</th>
<th>QUANTITY</th>
<th>AMOUNT</th>
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<table>
<thead>
<tr>
<th>PURCHASE—To sign below for delivery and evidence of liability</th>
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<tr>
<th>PURPOSE AND ACCOUNTING DATA</th>
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**SPECIAL INSTRUCTIONS**

**GENERAL INSTRUCTIONS**

**REFERENCES**

**CERTIFICATION**

**AUTHORIZED SIGNATURE**

**DATE**

**SPECIMEN**

**INSTRUCTIONS**

(For official Government use only)

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