Federal Acquisition Regulation


U.S. GOVERNMENT

PURCHASE ORDER—INVOICE—VOUCHER

Anyone who finds this booklet, please notify:

OFFICE:

TELEPHONE NUMBER:

SPECIMEN
INSTRUCTIONS
(This form is for official Government use only)

1. Filling in the Form
(a) All copies of the form must be legible. To insure 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 order number or other identifying data as shown on the solicitation "PURCHASE." Also, enter purchase order number, if known.

2. Distribution of Copics
Copy No. 1—Given to seller for use as the invoice or as an attachment to the commercial invoice.
Copy No. 2—Sent to you for use as a record of the order.
Copy No. 3—Retain for your records or otherwise instructed.

3. When Paying Cash on Delivery
(a) Enter the amount of cash paid and obtain seller's signature in the space provided in the bottom 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.
Federal Acquisition Regulation

53.301–44

U.S. Government

PURCHASE ORDER—INVOICE—VOUCHER

DATE OF ORDER

ORDER NO.

1. NAME AND ADDRESS OF SELLER [Name, Street, City, and State]:

2. PURCHASE SUPPLIES OR SERVICES TO [Name and address]:

<table>
<thead>
<tr>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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3. PURCHASE ORDER: ☑

INSTRUCTIONS TO SELLER

After satisfactory completion of the Government inspection of the purchase order, verify the information, including quantity, unit price, amount, and discount, and return this purchase order.

4. No further invoice need be submitted:

5. PURCHASER: To sign below for over the counter delivery of items.

RECEIVED BY

DATE

SPECIAL

INSTRUCTIONS TO SELLER

If you would rather submit your own invoice, DO NOT SIGN BELOW, but attach a copy to your invoice to expedite verification and processing for payment.

6. SELLER’s COPY OF ORDER

7. RECEIVING REPORT—ACCOUNTING COPY

8. STANDARD FORM 45 (Rev. 10-04)

9. P.O. NO.: [Number]

10. PURCHASER: [Signature]

11. DATE: [Date]

12. RECEIVED BY

13. ACCOUNT CODE: [Code]

14. INCLUDED: [Amount]

15. CORRECT: [Yes/No]

16. PAYABLE TO: [Name]

17. ADDRESS: [Street, City, State, Zip]

18. TELEPHONE: [Number]

19. FAX: [Number]
**PURCHASE ORDER—INVOICE—VOUCHER**

<table>
<thead>
<tr>
<th>DATE OF ORDER</th>
<th>ORDER No.</th>
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**RECORD OF PURCHASES**

<table>
<thead>
<tr>
<th>ORDER No.</th>
<th>NAME OF CONTRACTOR</th>
<th>DATE OF PURCHASE</th>
<th>AMOUNT</th>
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</table>

**SUPPLIES OR SERVICES**

<table>
<thead>
<tr>
<th>SUPPLIES OR SERVICES</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**PURCHASER**

<table>
<thead>
<tr>
<th>To sign below for delivery of items</th>
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**SOLD**

<table>
<thead>
<tr>
<th>To sign below for payment of invoice</th>
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4. **MEMORANDUM COPY** (Optional Copy)

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**NEWIMEN**

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**SPECIMEN**

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