Federal Acquisition Regulation

53.301-44 Standard Form 44, Purchase Order—Invoice—Voucher.

U.S. GOVERNMENT

PURCHASE ORDER—INVOICE—VOUCHER

Anyone who finds this booklet, please notify:

OFFICE:

TELEPHONE NUMBER:

SPECIMEN
53.301–44

48 CFR Ch. 1 (10–1–13 Edition)

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 any reference or other identifying description as stated or optionally "PURPOSE." Also, enter purchase number and identification, if known.

2. Distribution of Copies
Copy No. 1: Original for use as the invoice or as an attachment to the commercial invoice.
Copy No. 2: Copy to be kept for use as a record of the order.
Copy No. 3: Return to the seller or otherwise instructed.

3. When Paying Cash in Full for Purchase
(a) Enter the amount of cash paid and obtain seller's signature in the space provided in the bitter 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 returned 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.

U.S. GOVERNMENT
PURCHASE ORDER—INVOICE—VOUCHER

DATE OF ORDER

DESCRIPTION OF GOODS, WORK, OR SERVICE

QUANTITY

UNIT PRICE

AMOUNT

AGENCY NAME AND ADDRESS

TOTAL

DISCOUNT TERMS

DATE PAID

PURCHASE AND ACCOUNTING DATA

RECEIVED BY

SIGNED

SELLER—Please read instructions on Copy 2

NO FURTHER INVOICES NEED BE SUBMITTED

SIGNATURE

INSTRUCTIONS

*Please use the instructions on Copy 2

VERIFIED FOR PAYMENT

CITY/STATE/ZIP

[Specimen]
**Federal Acquisition Regulation (FAR) 53.301-44**

**PURCHASE ORDER—INVOICE—VOUCHER**

### U.S. Government

<table>
<thead>
<tr>
<th>DATE OF ORDER</th>
<th>ORDER NO.</th>
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**PURCHASE ORDER—INVOICE—VOUCHER**

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### PURCHASER

- **Name and Address:** [Insert name and address]
- **Telephone:** [Insert telephone]
- **Signature:** [Signature]

### SELLER

- **Name and Address:** [Insert name and address]
- **Telephone:** [Insert telephone]
- **Signature:** [Signature]

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### INSTRUCTIONS TO SELLER

After satisfactory inspection of the Government representative, presenting this purchase order, verify the information, including quantity, unit price, amount, terms, and discount, if any. This order is subject to the terms and conditions of any previous order or purchase or contract to which it is subject. If you would otherwise submit your own invoice, DO NOT SIGN ITEM 4, but attach it as directed in your invoice to expedite verification and processing for payment.

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### A. SELLER'S COPY OF ORDER

**Standard Form and Instructions: [Insert standard form and instructions]***

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### B. RECEIVING REPORT—ACCOUNTING COPY

**[Standard form and instructions: [Insert standard form and instructions]]***

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### NOTES

These forms are designed for use by the Federal Acquisition Regulation (FAR) 53.301-44, but may also be used by other organizations as a guide for preparing similar forms. They are intended to assist in the processing of purchase orders and invoices.

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## PURCHASE ORDER—INVOICE—VOUCHER

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**Purchaser’s Name and Address:**
- Name: [Redacted]
- Address: [Redacted]

**Supplier or Service:**
- Name: [Redacted]
- Address: [Redacted]

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<th>SUPPLIER OR SERVICE</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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**Record of Purchases**

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<th>ORDER NO.</th>
<th>NAME OF CONTRACTOR</th>
<th>DATE OF PURCHASE</th>
<th>AMOUNT</th>
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<th>PURCHASER: To sign below for receipt of delivery of items</th>
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<th>SELLER: Please read instructions on page 2</th>
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**MEMORANDUM COPIES**

- To [Redacted]
- To [Redacted]

**Prepared By:** [Redacted]

**Checked By:** [Redacted]

**Reviewed By:** [Redacted]

**Exhibited By:** [Redacted]

**Approved By:** [Redacted]