

AUSTIN PEAY STATE UNIVERSITY
Clarksville, TN 37040

ORDER ON THE BUSINESS OFFICE

Department Purchase Order # _____
(if applicable)

Date _____

Pay _____ Amount \$ _____

Address _____

For _____

Charge to Account Number _____
(University-assigned six-digit number and four-digit object code)

Approved by _____
(authorized signature for the above account number)

Received by _____
(Signature to certify receipt of cash over-the-counter, or receipt of merchandise if authorizing payment using this form as DPO receiving report)

Date Received _____

Checked for Payment _____
(Business Office use only)

Mail?

Pick up at cashier window?