

# Mott Community College Vendor Payment Form

For payments under \$1000 the vendor may be specified, for payments of \$1000 or more - the item(s) will be put out for bid.

Mott Community College is not responsible for payment to vendors who take orders, process the orders, and deliver merchandise to Mott Community College or its employees without an approved PO from the Purchasing Department. Any individual who places orders with vendors without having a valid PO will be responsible for paying vendors directly. The College will not process or pay for these orders.

Club Name \_\_\_\_\_

Club Advisor Name \_\_\_\_\_

Club President Name \_\_\_\_\_

Reimbursement Payment to: \_\_\_\_\_  
(if under \$1000) Name

\_\_\_\_\_ Address

\_\_\_\_\_ Telephone Number

Item(s) to be purchased: \_\_\_\_\_

Reason for purchase: \_\_\_\_\_

Amount of purchase: \$ \_\_\_\_\_

\_\_\_\_\_  
Advisor Signature Date Requested

\_\_\_\_\_  
Student Life Coordinator Signature Date

\_\_\_\_\_  
Expense Account Category Account Number Amount