

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 Signature _____

Club Officer Signature _____

Vendor Name: _____
(if under \$1000) Name

Address

Telephone Number

Item(s) to be purchased: _____

Reason for purchase: _____

Amount of purchase: \$ _____

Advisor Signature

Student Life Coordinator Signature

Date

Expense Account Category

Account Number

Amount

Requisition Number: _____

2011/2012