



AUTHORIZATION FOR PURCHASE AND DISBURSEMENT

VENDOR INSTRUCTIONS: Enter this order in accordance with the prices, terms, delivery method, and specifications listed below or referenced on the quote. Please notify BRCCF immediately if you are unable to ship as specified. **BRCC INSTRUCTIONS:** Please attach the Vendor quote to start the Purchase Order Process. Send this form to the appropriate party for approval. Once approved BRCCF will send the approved request to the vendor. Upon order completion, please send the invoice or supporting documents to BRCCF with the signature and "okay to pay" from the responsible party for payment.

DATE REQUESTED	BRCCF ACCOUNT NAME	ACCOUNT #
PAYEE/VENDOR NAME and ADDRESS		SPECIAL INSTRUCTIONS
		<input type="checkbox"/> Direct to Vendor <input type="checkbox"/> Mail Check <input type="checkbox"/> Pickup Other _____
REQUESTOR CONTACT NAME:		TELEPHONE #:
QUOTE / INVOICE #	DESCRIPTION/PURPOSE (Attach additional documentation if needed)	AMOUNT

SIGNATURE APPROVAL

I CERTIFY THE FOLLOWING: The above expenses incurred are in accordance with the documented purposes of the fund charged as well as the policies and procedures established by the Baton Rouge Community College Foundation. None of the above expenses have been paid by any other funding source. The undersigned acknowledges that the Foundation will rely upon certification made herein on behalf of the College.

TOTAL:

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 Authorized Account Administrator/ Director/ Vice Chancellor/ Chancellor

 Date Approved

 BRCC Foundation

 Date Approved

Route To- ATTN: BRCC Foundation 201 Community College Dr. Baton Rouge, LA 70806	FOUNDATION USE ONLY:		
	PURCHASE ORDER NUMBER: _____	FOUNDATION CHECK #: _____	CHECK DATE: _____
	RECEIVED BY: _____	DATE RECEIVED: _____	DATE CHECK MAILED: _____ MAILED BY: _____