



PURCHASE CARD VOUCHER

Employee Name:	Date of Purchase:
Vendor:	Description of Purchase:
Check One: <input type="checkbox"/> Merchandise or service will be received at the time of sale. Staple the receipt to this form and return it to accounts payable. <input type="checkbox"/> Merchandise will be sent to Southwest Cooperative. Staple receipt to this form; put one copy in the maintenance inbox and return original to accounts payable. <input type="checkbox"/> Service will be redeemed at a later date or on an ongoing basis. Staple confirmation to this form and send to accounts payable. Notify business office if service is cancelled.	
<i>Supervisor must approve the sections below:</i>	
Employee's Signature:	Account Number:
<small>DELIVERY INSTRUCTIONS / MARK PACKAGE FOR:</small>	Amount Approved:
	Supervisor's Signature:



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