PURCHASE ADVISORY

When an authorized person places an order for a product or service this form must be forwarded, E-Mailed or delivered to the OLLI office. The purpose is to provide the Treasurer and Bookkeeper information about who authorized the purchase and its purpose prior to their receiving the billing.

Vendor with whom Order Placed: __________________________ Date ________

Vendor Address____________________________________________________

What is the purpose of this anticipated purchase (examples: office supplies, contract payment, travel advance, space rental, equipment)

__________________________________________________________________

Total to be Billed (If the exact amount is unknown indicate as estimate and indicate) $________

If this is an expense authorized by a Contract name the contract.__________________________

Is this a billing anticipated from COE/UGA?_______________________________

What OLLI program does this support?_____________________________________

Payment Approval by__________________________ Signature_______________________

President’s Approval (if required)____________________________________________

REMARKS: