

INSTRUCTIONS

(Prepare in four copies)

1. FILLING IN THE FORM

(a) All copies of the form must be legible. To insure legibility, indelible pencil or ball-point pen should be used. **SELLER'S NAME AND ADDRESS MUST BE PRINTED.**

(b) Items ordered will be individually listed. General descriptions such as "hardware" are not acceptable. Show discount terms.

(c) Enter project reference or other identifying description in space captioned. "PURPOSE". Also, enter proper accounting information, if known.

2. DISTRIBUTING COPIES

Copy No. 1 - Give to seller. It is for his or her use as the invoice or as an attachment to the commercial invoice.

Copy No. 2 - Give to seller for his/her record of the order.

Copy No. 3 -

(1) On over-the-counter transactions where delivery has been made, complete receiving report section and forward this copy to the proper administrative office.

(2) On other than completed over-the-counter transactions, forward this copy to location specified for delivery. (Upon delivery, receiving report section is to be completed and this copy then forwarded to the proper administrative office.)

Copy No. 4 - Retain in the book, unless otherwise instructed.

3. WHEN PAYING CASH AT TIME OF PURCHASE

(a) Enter the amount of cash paid and obtain seller's signature in the space provided in the Seller section of Copy No. 1. If seller prefers to provide a commercial cash receipt, attach it to Copy No. 1 and check the "paid in cash" block at the bottom of the form.

(b) Distribution of copies when payment is by cash is the same as described above, except that Copy No. 1 is retained by the fund representative when cash payment is made. Copy No. 1 is used thereafter in accordance with the fund instructions pertaining to handling receipts for cash payment.