S 732, Attachment C, Purchase Order-Invoice-Voucher, Form SF-44

#### INSTRUCTIONS

(This form is for official Government use only)

## 1. Filling in the Form

- (a) All copies of the form thust be legible. To insure legiblity, indelible period or bull-point per should be used. SELLER'S NAME AND ADDRESS MUST BE PRINTED.
- (b) Rema ordered will be individually listed. General descriptions such as "hardware" are out acceptable.
  Show discount lamms.
- (c) Enter project reference or other identifying description in space captioned "PURPOSE." Also, enter proper accounting information, il totalen.

### 2. Distributing Copies

Copy No. 1—Give to voter for use on the invoice or at an attachment to his commercial invoice.

Copy No. 2—Give to seller for use as a record of the order.

Copy No. 3-

- (1) On over-the-counter transactions where deterry has been made, complete receiving report exc. tion and forward this copy to the proper edministrative office.
- (2) On other then completed over-the-counter transactions, forward this copy to location specified for stativery. (Upon delivery, receiving report assistant to be completed and this copy thes forwarded to the proper establishments office.)

Copy No. 4—Relain 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 signeture in the space provided in the Seller section of Copy No. 1. It seller prefers to provide a commercial cash receipt, attach it to Copy No. 1 and check the "paid in cash" black 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 relained by Government representative when cash payment is made. Copy No. 1 is used thereafter in accordance with agency instructions pertaining to hending receipts for each payment.

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