

## On Campus Expenditure

### Seller Information (Credit)

Date Prepared \_\_\_\_\_

Department \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Index Code	Account Code	Description	Amount

Total Amount Collected                     

### Buyer Information (Debit)

Department \_\_\_\_\_

Person Purchasing Materials/Services \_\_\_\_\_

Phone Number \_\_\_\_\_

Index Code	Account Code	Description	Price Per Item	Quantity	Total

Total Amount Due                     

Remarks: \_\_\_\_\_

\_\_\_\_\_

Buyer Signature \_\_\_\_\_

Date \_\_\_\_\_