

State of Kansas  
Department of Administration  
Division of Accounts and Reports  
KSU-103 (Rev. 07-92)

# AGENCY PURCHASE ORDER VOUCHER

APO No.

Agy No.  
367

Div. No.

Current Doc. No.  
VO

Check One Box: Goods Rcvd

Purchase Order

Document Date: / /

Effective Date: / /

Due Date: / /

Vendor Alpha Prefix

Local Enc. #

## Vendor Information

No/Sfx

Payment Indicator

Name

Street

City, St.

& zip

## Purchasing Agency Name & Address

Send Invoice to:

Department:

Contact:

Phone: ( ) -

Shipping Address

Sfx	T/C	Ref Doc	Sfx	M	Fund	BFY	Index	PCA	Sub Obj	Det	Amount	Invoice Number	Agency Use
01													
02													
03													
04													
05													
06													
07													
08													

Purchase/Req.		Terms		FOB		Contract		Delivery Date			Document Total	
Date & Inv No	Quantity	Unit	Description of Material								Unit Price	Amount
											Doc. Total	

DEPARTMENT PURCHASING/PAYMENT CERTIFICATION  
This document represents a purchase order of the State of Kansas for the material or service described above. Please deliver the items or perform the service in accordance with the terms contained above. I certify that sufficient funds are available to cover this order.

AGENCY CERTIFICATION:  
I certify that the within was contracted for the State under authority of law, and that the amount herein is unpaid and correct according to such contract.

Agency Authorized Signature

Date

Agency Authorized Signature

Date

NOTICE TO VENDOR: By acceptance of this purchase order, you agree to abide by the provisions of K.S.A. 44-1030. This purchase order is also exempt from taxes as noted in the Exemption Certificate.

An Equal Opportunity Employer

EXEMPTION CERTIFICATE: The items included on the purchase order are for the exclusive use of the State of Kansas and are exempt from Federal excise taxes under registration no. 48-73-0167K and from Kansas sales tax under registration no. 3-9999.

Copies: 1. Division of Accounts & Reports 2. Vendor Copy 3. Agency Copy 4. Remittance Copy 5. Agency Receiving Report Copy