Wabanung Campus
770 N. Main Street,
L'Anse, Michigan 49946
Phone: 906-524-8400
Fax: 906-524-8420

KBOCC
Keweenaw Bay Ojibwa Community College

Arts & Agriculture Center
15211 Pelkie Road,
Pelkie, Michigan 49958
Phone: 906-353-8903
Fax: 906-524-8420

RESET FORM

REQUEST FOR THE PURCHASE OF GOODS OR SERVICES

1. Estimated Cost
(required before purchase)

2. Fund #: ___ ___--___ ___ ___ ___ ___--___ ___ **Line Item #:** ___ ___ ___ ___ ___

3. Requested by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Transfer to Purchaser

4. Actual Cost
(fill-in after purchase)

5. Payment Method (Check one box):

Check ☐ ACH ☐

Credit Card ☐ **Date Purchased:**

_____

6. If Check is Selected: (Check one box)

Mail Check ☐ Keep Check at KBOCC ☐

Address: _____

_____

7. Payee (ID # if known): _____

Description (Be specific): _____

_____

For Accounting Department Use Only

Payee _____ Amount Due $ _____

Invoice No. _____

Invoice No. _____ Payable Date ____/____/_____

Fund #	Line Item #	Amount	Description