## Instructions

1. Use this form to report partial deliveries on a purchase order.
2. Use the receiving report copy of the original order to report the final delivery.

### Field Order No.
- Partial Delivery No.

### Vendor Address
- Valley Transit
- 1401 W. Rose Street
- Walla Walla, WA

### A-18 COLLEGE
**CREDIT CARD**
**PURCHASE OR CHARGE. *ORIGINAL RECEIPT REQUIRED**

### VENDOR'S NAME
- Valley Transit

### VENDOR ADDRESS
- 1401 W. Rose Street
- Walla Walla, WA

### Invoice Details
- Invoice Date
- Invoice No.
- Gross Invoice Amt.
- Net Invoice Amt.
- Discount in $
- Net Invoice Amt.

### Auditor Details
- Checked and Approved for Payment by:
- Voucher No.
- Warrant No.

### Payment Details
- Credit Card
- PURCHASE OR CHARGE
- *ORIGINAL RECEIPT REQUIRED

### Other Details
- Carrier No.
- Shipping Document No.
- Prepaid No.
- Date Received
- Invoice Date
- Invoice No.
- Gross Inv. Amt.
- Discount in $