



Department of Finance and Administration

Office of Accounting

Purchase Order Invoice / Credit Memo - Form F10001

Business Area:		Purchase Order Number:		Vender Number:	
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BASIC DATA

Transaction:		Calculate Tax:	Yes	No	Posting Date:	
Reference:		Invoice Date:			Invoice Amount:	

TAX AND WITHHOLDING

Tax Code:		Unplanned Delivery Cost:		Assignment (Invoice #):	
Withholding Tax Code:		Invoice Receipt Date:			

PAYMENT DATA

Payment Terms:		House Bank:		Payment Reference:	
Payment Method:		Payment Block:		Invoice Reference:	
Payment Method Supp:					

MANUAL CHECK ONLY

Check Number:		Cash GL Account:			
Check Date:		Check Amount:			

EXPENSE DETAIL

Line Number	PO Line Item #	Quantity	Amount	Tax Code	Cost Center	WBS Element	Internal Order	Earmarked Funds	Text
1									
2									
3									
4									
5									

TOTAL

Date:					
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Signature:		CHECK BOX IF 2ND PAGE USED		
		Page <input style="width:20px;" type="text"/> Out Of <input style="width:20px;" type="text"/>	<small>(R 02/19/2014 by TNLEITMEYER)</small>	

Remit Form to:	DFA Accounting Only
Office of Accounting Service Bureau, PO Box 3278, 1509 West 7th, Room 100, Little Rock, AR 72203	Invoice Document Number: <input style="width:150px;" type="text"/>
E-Mail: SB-ACCOUNTING@DFA.STATE.AR.US Telephone: (501) 682-1675 Fax: (501) 682-2166	