

**Shortgrass Library System -- Materials/Purchase Form**

*Updated: February 9, 2009*

<b>Purchasing Library:</b>	
<b>Purchased From (Vendor Name):</b>	
<b>Vendor Invoice Number:</b>	
<b>Please Make Cheque Payable to:</b>	
<b>TOTAL AMOUNT OF INVOICE:</b> <i>(Materials + shipping/handling + GST)</i>	
<b>Purchased by:</b>	
<b>CODE ILS FUND</b>  <b>to be INVOICED to:</b>	<b>\$ AMOUNT to be coded</b> <i>(Pre-GST &amp; pre-shipping &amp; handling charges)</i>
<b>GST</b>	
<b>Shipping &amp; Handling</b>	
<b>TOTAL</b>	
	<i>Please attach Vendor Invoice in order for payment to be processed by SLS.</i>

**Purchase Requested & Authorized by:**