

# Mott Community College Vendor Payment Form

**For payments under \$3000 the vendor may be specified, for payments of \$3000 or more - the item(s) will be put out for bid.**

Mott Community College is not responsible for payment to vendors who take orders, process the orders, and deliver merchandise to Mott Community College or its employees without an approved PO from the Purchasing Department. Any individual who places orders with vendors without having a valid PO will be responsible for paying vendors directly. The College will not process or pay for these orders. **Please be aware that a three week lead time is strongly suggested.**

Club Name \_\_\_\_\_ Date \_\_\_\_\_

Vendor Name:

\_\_\_\_\_ Name

\_\_\_\_\_ Address

\_\_\_\_\_ Telephone Number

Item(s) to be purchased: \_\_\_\_\_

Amount of purchase: \$ \_\_\_\_\_

- All documentation is attached (quote, form, etc) If for Sam's Club, print the cart and attach
- Vendor is a current Vendor within the MCC Purchasing System or the Vendor Information Form has been turned in to Purchasing
- Once items have been received by the club, the Student Life Center must be notified. The Vendor must provide an invoice to the club or College in order to be paid. If the club receives an invoice, please drop it off at the Student Life Center.

\_\_\_\_\_  
Treasurer Signature

\_\_\_\_\_  
Advisor Signature