



U.S. Department of State

**PURCHASE ORDER, RECEIVING REPORT AND VOUCHER**

Purchase Order Number

Date (mm-dd-yyyy)

**Purchaser:** The United States Government, DR. - This Document Prepared At

DS-2092

D.O. VOU. Number

**Vendor:**

Contract Number

BU. VOU. Number

Date (mm-dd-yyyy)

Paid By

Order is Hereby Placed with the Above-Named Vendor for the Articles Described Below, to be Furnished to

Account

ITEM NUMBER	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	

Signature of Ordering Officer	Title	Total Amount
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I Certify That the Ordered Items Listed were Received On _____ Date (mm-dd-yyyy) Except as Follows	Availability of Funds
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Signature of Receiving Officer  Title	PAYMENT Complete <input type="checkbox"/>	Amount Billed, as Per Attached Bill(s)... Differences
	Partial <input type="checkbox"/>	
	Final <input type="checkbox"/>	

Approved For	Pursuant to Authority Vested in Me, I certify That This Voucher is Correct and Proper for Payment.
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Exchange Rate _____ To \$1.00	Date (mm-dd-yyyy)	Authorized Certifying Officer	Title
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Accounting Classification

Check Number _____ Dated (mm-dd-yyyy) _____ For _____ On Treasurer Of U.S.	Payee (Signature and Title)
Check Number _____ Dated (mm-dd-yyyy) _____ For _____ On _____	
Cash _____ On (mm-dd-yyyy) _____	



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			COST	PER	


Signature of Ordering Officer	Title	Total Amount
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(1) Articles Nos / Numero / Laufende Nummer / Articulos Nos.  
 (2) Articles ou Services / Descrizione / Ware oder Dienstleistung / Articulos o servicios  
 (3) Quantite / Quantita / Menge / Cantidad  
 (4) Prix par unite / Prezzo Unitario / Einzelpreis / Precio pro Unidad  
 (5) Montant total / Totale / Gesamtpreis / Importe

**PLEASE TURN-OVER FOR AN IMPORTANT NOTICE TO THE VENDOR  
 TOURNEZ S.V.P. POUR UN AVIS IMPORTANT CONCERNANT LE FOURNISSEUR  
 BITTE WENDEN FUER EINEN WICHTIGEN HINWEIS FUER DEN LIEFERANTEN  
 VEDI RETRO PER UNA AVVERTENZA IMPORTANTE PER IL FORNITORE  
 VER AL DORSO POR AVISO IMPORTANTE AL VENDEDOR**

**THE INVOICES MUST BE SUBMITTED IN QUADRUPLICATE.  
 LES FACTURES DOIVENT ETRE SOUMISES EN QUATRE EXEMPLAIRES.  
 RECHNUNGEN SIND IN VIERFACHER AUSFERTIGUNG EINZUREICHEN.  
 LE FATTURE DEVONO ESSERE PRESENTATE IN ORIGINALE E TRE COPIE.  
 LAS FACTURAS HAY QUE PRESENTARLAS POR QUADRUPLICADO.**

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			COST	PER	
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_____ Signature of Receiving Officer Title		PAYMENT Complete <input type="checkbox"/>		Amount Billed, as Per Attached Bill(s)... Differences	
		Partial <input type="checkbox"/>			
		Final <input type="checkbox"/>		Amount Verified Correct For...	
Approved For		Pursuant to Authority Vested in Me, I certify That This Voucher is Correct and Proper for Payment.			
Exchange Rate _____ To \$1.00		Date (mm-dd-yyyy)		Authorized Certifying Officer _____ Title	
Accounting Classification					
Check Number _____ Dated (mm-dd-yyyy) _____ For _____ On Treasurer Of U.S. Check Number _____ Dated (mm-dd-yyyy) _____ For _____ On _____ Cash _____ On (mm-dd-yyyy) _____				Payee (Signature and Title)	

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### IMPORTANT NOTICE TO SELLER

1. The invoice must be submitted in quadruplicate.
2. The Purchase Order No. must be quoted on your invoices and in all communications concerning this order.
3. The following certificate must be duly signed on the invoice original: "I certify that the above bill is correct, just and that payment therefore has not been received".
4. Discount terms, if any, must be shown on all invoices.

### AVIS IMPORTANT AU FOURNISSEUR

1. Les factures doivent être soumises en quatre exemplaires.
2. Prière de mentionner, dans les factures et toutes communications au sujet de la présente commande, le numéro de commande (Purchase Order No.).
3. Chaque facture devra porter le certificat suivant, dont l'original seulement devra être signé: "Je certifie que la présente facture est correcte et juste, et que paiement n'en pas été reçu".
4. Prière d'indiquer, le cas échéant, les conditions de'escompte dans toutes les factures présentées.

### WICHTIGER HINWEIS FÜR DEN LIEFERANTEN

1. Rechnungen sind in vierfacher Ausfertigung einzureichen.
2. Die Purchase Order No. ist auf Ihren Rechnungen, sowie in allen übrigen Zuschriften, anzugeben.
3. Das Original Ihrer Rechnung ist mit folgendem rechtsgültig unterschriebenen Passus zu versehen: "Ich bestätige, daß obige Rechnung richtig und korrekt ist und daß Zahlung hierfür nicht erhalten wurde".
4. Zahlungsbedingungen (Skonti) sind in allen Rechnungen anzugeben.

### AVVERTENZA IMPORTANTE PER IL FORNITORE

1. Le fatture devono essere presentate in originale e tre copie.
2. Le vostre fatture e tutte le comunicazioni dovranno recare il numero del presente originativo (Purchase Order No.).
3. L'originale deve contenere la seguente dichiarazione, debitamente firmata: "Dichiaro che la presente fattura è esatta ed equa e che non è stata ancora pagata".
4. Le eventuali condizioni di sconto dovranno essere riportate su tutte le fatture.

### AVISO IMPORTANTE AL VENDEDOR

1. Las facturas hay que presentarias por quadruplicado.
2. Las facturas y todas las comunicaciones referentes a este pedido deben mencionar el numero de orden al reverso (Purchase Order No.) de este pedido.
3. Las facturas deben llevar el siguiente certificado firmado en el original solamente.
4. Se ruega indicar en todas las facturas presentadas los descuentos concedidos.