

BILLING DOCUMENTS

Instructions: Match the terms in column A to the correct definitions in column B by writing the correct capital letter on the line.

<u>Column A</u>	<u>Column B</u>
A. Credit Memorandum	1. _____ shows the items requested and an approval to make the purchase.
B. Invoice	2. _____ shows exactly what was ordered and to what address it was to be shipped.
C. Purchase Order	3. _____ shows that goods were actually received by the company.
D. Purchase Requisition	4. _____ from a vendor shows what is owed for the purchases.
E. Receiving Report	5. _____ shows any reduction in the amount owed due to return of goods or to allowance for goods not received or of poor quality.

Created by: P. Hield