

Purchase Order Request

Requested By: _____ Approved: _____

Please *complete* this form and attach any ordering information

Vendor: _____ Deliver To: _____
Address: _____

Vendor Phone: _____ Contact: _____
Vendor Fax #: _____ Date Submitted: _____

Quantity	Unit	Item #	Description	Unit Cost	Extended Cost
				Sub Total	
				Tax	
				Est. Freight	
				TOTAL	

Special Instructions / Comments: _____

Office Use Only

Date Entered In System: _____ Approval Date: _____

Requisition #: _____ Assigned Purchase Order #: _____