**PURCHASE ORDER REQUEST**

**GENERAL FUND**

**Please provide the following information: PO Request No.**

**Vendor Name**

**Address**

**Dept. Budget Name**

**Fax #**

**Phone #** **Person Ordering Items**

**Items to be ordered, including the following information:**

**Quantity Catalogue/Cart # Description Price/Item Total**

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**SPECIAL INSTRUCTIONS:  
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**Sub-Total**

**Account Code:**  **Shipping**

**Sub-Total**

**Signature of Department Head Sales Tax @ 9.6%**

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**Department Head**