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

Sub-Total_____

Account Code:_____ **Shipping_____**

Sub-Total_____

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

Grand Total_____