

PURCHASE ORDER REQUEST FORM

Purchaser Information

Date Requested: _____ Requested by: _____

Project to be charged: _____

Vendor Information

Vendor Information: _____

Contact Person: _____

Phone/Fax Number: _____

Description of Item(s) Requested [Please be specific]

Quantity	Item(s)	Unit Price	Total Price
		<i>Shipping if any</i>	
TOTAL			

If this order is for items to be used with an existing piece of equipment, please indicate the property number of the existing equipment here:

Approval Signatures

Manager: _____ Date _____

Requisition #: _____ Terms: _____ Ship by: _____