

REQUISITION TO CREATE PURCHASE ORDER



APPROVED BY: _____

DATE: _____

DATE: _____

REQUESTOR NAME: _____

DEPARTMENT: _____

VENDOR NAME: _____

ADDRESS: _____

CITY & STATE: _____

PHONE#: _____

FAX#: _____

BUDGET CODE: _____

BUDGET CODE: _____

BUDGET CODE: _____

BUDGET CODE: _____

ITEM & DESCRIPTION	UNIT PRICE	QTY.	TOTAL
S&H			
GRAND TOTAL			

WHO WILL BE PLACING THE ORDER?

REQUESTOR
 CENTRAL OFFICE
 SECRETARY

IS THIS READY TO PAY? (PLEASE MARK ONE)

YES, PLEASE ATTACH INVOICE
 NO

* If this is a federal funds purchase the order MUST BE PLACED THROUGH CENTRAL OFFICE. Please include all ordering information with justification form and return to the Chief Financial Officer.