Requisition # __________

Purchase Order Request

Name:_________________________ **Room #** _________**Ext#**_____________ **DATE REQUIRED**:_______________

Vendor #		Vendor Name	
Fax PO (**YES / NO**)		Return PO (**YES / NO**)	
Vendor Fax #		Include Check (**YES/NO**)	
Bid #		**Budget Code ⇒**	
Attachment(s) (**Y/N**)		**Budget Code ⇒**	
Quote*		**Budget Code ⇒**	
FREIGHT	$	**TOTAL PO AMOUNT**	$

- **If you are using an unapproved vendor & your request is over $100. 3 Quotes must be attached.**
- **If vendor is not approved and is the sole source, you must have letter from Vendor attached.**

HOW MANY?	**Unit of Issue:** Each, Pkg., Case, Carton, Roll, Dz., etc.	ITEM #	DESCRIPTION:	Unit Price: ($ EA.)	TOTAL BEFORE DISCOUNT	MINUS DISCOUNT (%________)	TOTAL $ AFTER DISCOUNT
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
				$	$	$	$
TOTALS ⇒				xxxxxx	$	$	$

Special Instructions:

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DEPT. HEAD SIGNATURE_______________________________