



PURCHASE ORDER REQUEST FORM

RQ NUMBER _____

VENDOR ID NUMBER
(Finance use only) _____

DATE _____

DATE REQUIRED _____

VENDOR NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

QTY	E/G#	DESCRIPTION	UNIT PRICE	TOTAL PRICE
TOTAL →				

REQUESTOR NAME _____
Print

APPROVER NAME _____
Print

P.O. NUMBER _____
Assigned by Finance Department

APPROVER SIGNATURE _____
Date

INSTRUCTIONS

Please print legibly and complete the entire form. "On File" is not an acceptable response, even if the vendor has been used in the past.

VENDOR NAME, ADDRESS, CITY, STATE, ZIP, PHONE NUMBER, and FAX NUMBER:

- The vendor name, complete mailing address, telephone number, and fax number **are ALL required**.
 If there is more than one address for this vendor, then indicate the address where the purchase order is to be sent.
- If the vendor is an individual, the person's legal name must be provided with middle initial, i.e. William E. Smith (not Bill Smith).

RQ NUMBER:

- Optional. RQ Number can be assigned by departments for their internal use and purposes.

VENDOR ID NUMBER:

- Not required. Vendor ID number is associated with this vendor and used by the Finance Department.

DATE:

- Date of the request.

E/G # (EXPENSE ACCOUNT/GRANT NUMBER):

- Provide EG# (Expense Account and/or Grant #) to be charged for the total amount listed above.
 If more than one EG# (Expense Account and/or Grant #) is appropriate, then individually list each EG# and the amount to be charged.

DATE REQUIRED:

- Date by which delivery is needed.

QUANTITY, DESCRIPTION, UNIT PRICE, and TOTAL PRICE:

- For each item provide quantity, a complete description and the unit price.
- Complete and attach all documentation necessary to support ordering the item(s) listed. Quotes clearly indicating the purchase are appreciated.

REQUESTOR NAME:

- Person requesting the Purchase Order.

P.O. NUMBER:

- Purchase Order Number is assigned by the Finance Department.

APPROVER NAME, SIGNATURE and DATE:

- The Budget Manager (person responsible for each Exp. Acct. or Grant) must print their name, sign, and date the form indicating their approval of this request.
 The Vendor **and** the Approver cannot be the same person.