



Purchase Order Request

This is a request for purchase authorization and is not to be used for the actual purchase of goods or services.

Vendor: _____

Address: _____

Date of Request: _____ Date Required: _____ Account#: _____

QTY	UNIT	ITEMS	UNIT PRICE	AMOUNT

Completed by: _____ Send P.O. to: _____ Approved: _____ Dept. Head Approved: _____ Administrator	Financial Services Use Only	TOTAL
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