

## Purchase Order Request

**ACCOUNTING OFFICE USE ONLY**

PO Number: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street
City
State
Zip

QUANTITY:	ITEM DESCRIPTION:	ACCOUNT NO.	UNIT PRICE:	PRICE:
<b>TOTAL:</b>			\$	

\*Please include digital signature or e-mail budget approval with PDF. Please do not type in name only.

BUDGET DIRECTOR: \_\_\_\_\_  
Date

AREA ADMINISTRATOR: \_\_\_\_\_  
Date

ACCOUNTING OFFICE: BUDGET: Yes \_\_\_\_ No \_\_\_\_ \_\_\_\_\_

FINANCE APPROVAL: \_\_\_\_\_  
Date

<b>ACCOUNTING OFFICE USE ONLY</b>	
CHECK #	_____
CHECK DATE	_____