

## 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>			\$	-

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

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

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

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

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