



Request for Purchase Order

Director Requesting Purchase Order: _____

Vendor: _____

Amount: _____ Date Needed: _____

Funding Source (Account or Index): _____

Description and Justification of Purchase:

Was a bid completed for this purchase (required if over \$2,000) Yes No
If yes, was bid completed by Purchasing (required if over \$5,000) Yes No

Vendors Participating in Bid (minimum of 3 required, please attach information received from each vendor): _____

Project Name and Number (if applicable): _____