



Request for Purchase Order

Purchase Order Requestor: _____

Vendor: _____

Amount: _____ Date Needed: _____

Funding Source (Account or Index): _____

Location/Building: _____

Description and Justification of Purchase: _____

Standing Purchase Order (more than one payment)? Yes No

Special Instructions: _____

How would you like the purchase order sent to the vendor?

Email To: _____

Send Via Mail

Do Not Send

Were competitive quotes obtained (recommended for purchases up to \$5,000)? Yes No

Was a bid completed by Purchasing (required if over \$5,000)? Yes No

Vendors Participating in Bid (minimum of 3 required if over \$5,000. Please attach

information received from each vendor): _____

Project Name and Number (if applicable): _____