



### PURCHASE ORDER REQUEST

Vendor Name \_\_\_\_\_ Date \_\_\_\_\_

Purchase Order # \_\_\_\_\_ GL Account \_\_\_\_\_

Description and Explanation of Purchase

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quantity	Pricing Information

Will there be shipping costs?      YES or NO      If YES, \$ \_\_\_\_\_

**TOTAL Amount of Purchase \$** \_\_\_\_\_  
*(Include all quote sheets if applicable)*

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_