

Purchase Order Requisition

Requested by _____

Vendor Number & Name _____

(If Vendor is new provide address, telephone numbers. (See notes below)

What is being purchased _____ Unit# _____

P.O. Date _____ (P.O. Date should be the same or earlier than attached invoice)

Budget Line Item for this purchase _____

Project Account Number: _____

Estimated Purchase Price \$ _____

Purchase Order # _____ Date Invoice Received _____

Date Invoice Submitted for Payment _____

By: _____ Date _____

Notes: _____

Special Instructions for Completion:

- 1 Must be completed and approved **BEFORE** the purchase is made.
- 2 Keep this form until the purchase has been completed.
- 3 Attach signed invoice to this form (no staples please)
- 4 Please keep a copy of this form for your records indicating the transaction has been completed.
- 5 **Please turn in all invoices on a daily basis.**
- 6 Purchases presented for payment without prior approval and an assigned purchase order will be returned to you and will be paid only after management approval.