

REQUISITION TO CREATE PURCHASE ORDER



**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**REQUESTOR NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**VENDOR NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY& STATE:** \_\_\_\_\_  
**PHONE#:** \_\_\_\_\_  
**FAX#:** \_\_\_\_\_

**BUDGET CODE:** \_\_\_\_\_  
**BUDGET CODE:** \_\_\_\_\_  
**BUDGET CODE:** \_\_\_\_\_  
**BUDGET CODE:** \_\_\_\_\_



ITEM & DESCRIPTION	UNIT PRICE	QTY.	TOTAL
S&H			
GRAND TOTAL			

**DESCRIPTION OF ORDER & HOW YOU WOULD LIKE ORDER TO BE PLACED:**  
 \_\_\_\_\_