Operations
Purchase Order Request

Typically for fixed assets, items OVER $2,500, prepayments, or other tracked items.

Most other items can be paid with petty cash or a restricted check.
Contact Christina Romero if you have questions regarding payment methods.

Vendor Info: **Name:** _____

Address: _____

_____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Contact: _____

Individual to receive item: _____

Budget Approval: _____

Item Information

Qty.	Units	Description/Catalog Number	Amount	Budget Code	Total
Example:					
2	*Each*	*Furnace/Cat. No. 5682A*	*1500.00*	*1-700-00-6415-061000-00*	*3000.00*
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				SHIPPING AND HANDLING:	
				TOTAL PURCHASE ORDER AMOUNT:	$0.00

Additional Notes: *(include quotation numbers or other pertinent information)*