PURCHASE ORDER REQUEST FORM

NAME OF DEPARTMENT/PROGRAM:

CONTACT PERSON: 

PHONE: 

ACCOUNT NO: 

DEPARTMENT-PROGRAM NO: 

NAME OF VENDOR AND PHONE NUMBER: 

VENDOR NO: 

VENDOR'S ADDRESS: 

CITY: 

STATE: 

ZIP CODE: 

MATERIALS/SERVICE DESIRED

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<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL COST</th>
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Sub Total

Fees

Tax

Shipping

TOTAL AMOUNT:

REMARKS:

INSTRUCTIONS for Purchase Order Requests

- Purchase order requests less than or equal to $5,000 are authorized by the Department Director.
- Purchase order requests greater than $5,000 but less than $10,000 are authorized by the Director of Finance and Administration (DFA) and Department Director.
- Purchase order requests greater than or equal to $10,000 are authorized by the Department Director, DFA and Executive Director.

DEPARTMENT DIRECTOR
SIGNATURE FOR AUTHORIZATION: 

DIRECTOR OF FINANCE AND ADMINISTRATION
SIGNATURE FOR AUTHORIZATION: 

EXECUTIVE DIRECTOR
SIGNATURE FOR AUTHORIZATION: 

DATE

DATE

DATE