



2009 – 2010

**BUSINESS OFFICE
PURCHASE ORDER REQUEST FORM**

This form is used to request a purchase order. Purchase orders should be requested when ordering supplies, equipment, etc. Blanket purchase orders are available for ongoing purchases. Vendor order forms can be used and attached to this form. Please call the business office at 920.563.7800 if you have any questions.

REQUESTED BY: _____ **DATE:** _____
(Staff Member)

_____ (Building / Site) _____ (Grade, Department, Program)

VENDOR: _____ **TELEPHONE #:** _____
(Name of Company)
_____ **TOLL FREE #:** _____
(Address)
_____ **FAX #:** _____
(City, State, Zip)

QTY.	CATALOG #	ITEM & DESCRIPTION	UNIT PRICE	TOTAL COST

[] Check here if additional items are ordered on additional sheets.

Total
+ Total From Back of Sheet
+ Shipping And Handling (if unknown, use 10%)
= GRAND TOTAL

ACCOUNT CODES: _____ - _____ - _____ - _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

_____ - _____ - _____ - _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

SUPERVISOR'S APPROVAL: _____ **DATE:** _____

BUSINESS MANAGER'S APPROVAL: _____ **DATE:** _____

PURCHASE ORDER #: _____

(To Be Assigned By Business Office)

ADDITIONAL ITEMS

QTY.	CATALOG #	ITEM & DESCRIPTION	UNIT PRICE	TOTAL COST
Total This Page				