**Purchase Order Request**

|  |  |
| --- | --- |
| Requisition Number: | Purchase Order Number: |
| Account Number: | Account Name: |
| Your Name: | Signature: |
| Date: | Phone: |
| Special Instruction: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Description | Quantity | Unit  (each, pkg, case) | Per-Unit Price | Line Item  Total Price |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total Price |  |

🞏 In Stock 🞏 Lead Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shipping Preference: 🞏 Ground

🞏Express

|  |  |
| --- | --- |
| Vendor Name: | Contact Name: |
| Vendor Address: | Contact phone #: |
|  | Contact Fax: |
| City: Zip: | Contact e-mail: |

Please attach any web printout or email or faxed quotation received from vendor.