



## Request for Purchase Order

**UNIVERSITY POLICY:** The President and Vice President of Financial Affairs are vested with the sole authority to issue purchase orders and obligate the university. No Individual may place direct orders. The university will assume no obligation except on a previously issued and duly authorized purchase order.

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

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PLEASE STATE QUANTITY AND FULL DESCRIPTION, GIVING CATALOG NUMBER AND UNIT PRICE.**

| QTY | DESCRIPTION | UNIT PRICE    | TOTAL |
|-----|-------------|---------------|-------|
|     |             |               |       |
|     |             |               |       |
|     |             |               |       |
|     |             |               |       |
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|     |             |               |       |
|     |             |               |       |
|     |             |               |       |
|     |             |               |       |
|     |             |               |       |
|     |             | <b>TOTAL:</b> |       |

**DEPARTMENT:** \_\_\_\_\_ **REQUESTOR EMAIL:** \_\_\_\_\_

| DO NOT WRITE IN SPACE |  |
|-----------------------|--|
| Account No:           |  |
| Funds Verified        |  |
| Date:                 |  |
| Purchase Order:       |  |
|                       |  |

|                            |      |
|----------------------------|------|
| <b>Approved:</b>           |      |
| College Dean/Administrator | Date |
| <b>Approved:</b>           |      |
| Vice President             | Date |
| <b>Approved:</b>           |      |
| President                  | Date |