

# Purchase Order Request Form

Please list each item you want to purchase and its corresponding cost:

Item	Cost	Item	Cost
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Total amount you plan to spend: \$ \_\_\_\_\_

Person or group making request: \_\_\_\_\_ Date: \_\_\_\_\_

What will you use these items for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you intend to use the tax exempt number to make these purchases? Yes / No

What method of payment will you be using to make the original purchase? \_\_\_\_\_  
\_\_\_\_\_

Please attach a copy of the receipt to this form after purchase and approval.

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Denial

Reason for denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_