# Requisition for Purchase Order



|  |  |  |  |
| --- | --- | --- | --- |
| **VENDOR** | | **DELIVERY SITE** | |
| Firm |  | Facility |  |
| Attention |  | Address |  |
| Address |  | Community |  |
| Town/State/Zip |  | Town/State/Zip |  |
| Telephone Number |  | Attention |  |
| Tax ID Number |  | Telephone |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Items (s)** | **Description** | **Make/Model/**  **Catalog Number** | **Cost Each** | **Total Cost** |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
|  |  |  |  | $ | $ |
| Notes |  | | | SUB-TOTAL | $ |
| TAX | $ |
| SHIPPING | $ |
| **TOTAL** | $ |

|  |  |
| --- | --- |
|  | *If Applicable – Cost Quotes (Bid Folder) Enclosed (Copy To Be Attached To Purchase Order)* |
|  | *If Applicable – Selected Vendor Cost Quote Attached* |

|  |  |  |
| --- | --- | --- |
| **Budget Line Items(s):** | **APPROVED BY** | |
|  | Staff Person/Date |  |
|  | Program Director/Date |  |
|  | Finance/Bookkeeper/Date: |  |
|  | ED/PM/Date: |  |