# Requisition for Purchase Order



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| --- | --- |
| **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* |

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