



Approval \_\_\_\_\_

Date \_\_\_\_\_

## CAREER AND TECHNICAL EDUCATION Purchase Order Request Form

Vendor No. \_\_\_\_\_ Bid No. \_\_\_\_\_

Vendor Name \_\_\_\_\_ % Discount \_\_\_\_\_

Address/PO Box: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Fax No. \_\_\_\_\_

Department: \_\_\_\_\_ Requested By: \_\_\_\_\_

Charge Account Code: \_\_\_\_\_

QTY	Catalog #	Page #	Description	Unit Price	Unit Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Note:

Sub-Total		\$	-
Less Discount	0%	\$	-
Shipping		\$	-
<b>Total</b>		<b>\$</b>	<b>-</b>