

# PURCHASE ORDER APPROVAL REQUEST

**PO To Be Made Out to:** \_\_\_\_\_

**P.O. #** \_\_\_\_\_

**Vendor #** \_\_\_\_\_  
*Business Office Use Only*

**REQ. #** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**COST CENTER or RESOURCE NAME :** \_\_\_\_\_  
(DEPARTMENT)

**ACCOUNT STRING:** *Complete entire account string. SubFunds 010 and 020 Resource is 0000. See Back of Form.*

**SubFUND RESOURCE Y OBJECT SO GOAL FUNC COST CENTER**  
 \_\_\_\_\_ 0 \_\_\_\_\_ 00 \_\_\_\_\_

Quantity	Detailed Description of Items	Unit Price	Extension

**Please check one:**

- Return PO to Requester**
- Fax PO to** \_\_\_\_\_
- Mail PO** *(List complete address above)*

<b>Subtotal:</b>
<b>8.50% Sales Tax:</b>
<b>Shipping:</b>
<b>Total:</b>

It is understood that this is neither a requisition nor permission to purchase and should NOT BE SO RECOGNIZED BY ANY SELLER.

\_\_\_\_\_  
**Requester** **Date**

\_\_\_\_\_  
**Director of Business**

\_\_\_\_\_  
**Division Chair/Administrator**

\_\_\_\_\_  
**Director of Curriculum**