2016-2017 General Fund Purchase Order Requisition

TODAY'S DATE:	2/1/2017
NAME:	Donald Beazizo
Department:	Athletic Department
(PERSON MAKING REQUEST:)	

WHERE TO SEND:
BEHS

(SCHOOL / AUX.SERVICES)

PO #

(LEAVE BLANK)

(PLEASE FILL OUTCOMPLETENAME AND ADDRESS OF COMPANY ORDERING FROM)

TO:	**PHONE NUMBER:**	P:
ADDRESS:	**FAX NUMBER (if you want the PO faxe**	F:
	(1-800 NUMBER IF POSSIBLE)	
CITY, STATE, ZIP:	**Email:**	
	(ORDER WILL NOT BE PROCESSED WITHOUT A PHONE NUMBE	

QUANTITY	PUBLISHER'S NUMBER	COMPLETE DESCRIPTION	UNIT PRICE	TOTAL
			SUB TOTAL	$ -
			SH & TAX	$ -
			TOTAL	$ -

PLEASE CHECK one of these boxes		
		*** Please order on-line (Office Depot)
		*** Please email
		*** Will Hand Carry
		*** Please send
	X	*** Please Fax (incl fax #) F:

APPROVED BY:

BLDG. ADMINISTRATOR	
DEPARTMENT LEADS	
PERSON COMPLETING ORDER	

ACCOUNT COD
ACCOUNT CODE:
ACCOUNT CODE:
ACCOUNT CODE: