

**TWO RIVERS
PURCHASE ORDER REQUISITION REQUEST**



Date: _____ Requested by: _____

Fund: General ASB Department: _____

 Voc-Ed Childcare Donation/Grant: _____

Vendor: _____

Please send purchase order by:

EMAIL: _____

FAX: _____

MAIL: _____

ONLINE ORDER

New Vendor - Please provide the following information:

Physical Address: _____
 City/State/Zip: _____
 Remit Address: _____
(If different from physical address)
 City/State/Zip: _____
 Phone: _____
Attach Vendor's Form W-9

ORDER DETAIL

Special Ordering Instructions (if any): _____

Attachments: Quote: # _____ Contract/Service Agreement Order Form/List

List items that need to be ordered (not necessary if attaching a quote):

QTY	UNIT	ITEM NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE

SUBTOTAL \$ _____
 SHIPPING \$ _____
 TAX 8.9% \$ _____
PO TOTAL \$ _____

OFFICE USE ONLY

ACCOUNT CODE: _____

(IF ASB) ASB STUDENT APPROVAL: _____ DATE: _____

ASB ADVISOR APPROVAL: _____ DATE: _____