



**CAREER AND TECHNICAL EDUCATION  
Purchase Order Request Form**

Approval \_\_\_\_\_

Date \_\_\_\_\_

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	\$ -
Total	\$ -