Purchase Order Form

School:					
	Entity:		**Vendor Information**		
	PO Number:		Name:		
	PO Date:		Website:		
	Requester:		Phone for Ordering:		
	Person Ordering:		Fax for Ordering:		
	Order Date:		Payment Address:		
	Method of Ordering:		City, State and Zip		
	Person/Date Received:		Customer Service #:		
	Receiving Issues:				
	Item Number	**Description of Goods**	**Account Description**	**Acct #**	**Amount**
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
	Sub-Total:				
	Shipping, Handling & Other Charges:				
	Total Requested:				
	Approver Signature:		**Approver Name:**		
	Delivery Address:		**Billing Address:**		