

# Purchase Order Request

<b>Vendor Information:</b>		
Name		
Address		
City	State	Zip Code
Phone		
If this is a new vendor, has a signed W-9 been received?		<input type="checkbox"/>

<b>Other Information:</b>
Customer No.
Invoice No.
Quote No.

Date	Requestor	Date Needed	Extension	Will Pickup PO?	Taxable

Qty	Units	Description	Unit Price	Total
			Shipping & Handling	
			Tax	
			<b>TOTAL</b>	

Charge Account #	Project Code	Amount