

# County - Purchase Order Request

Date of request: \_\_\_\_\_  
 Request Completed by: \_\_\_\_\_ Department: \_\_\_\_\_

For Office Use Only	
Vendor # _____	Vendor Location # _____
Req # _____	Commodity # _____

Vendor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number (    ) \_\_\_\_\_ - \_\_\_\_\_                      Fax (    ) \_\_\_\_\_ - \_\_\_\_\_

Quantity	Item #	Brief Description	Unit	Price

<b>Subtotal of Order</b>	
<b>Tax 6.75%</b>	
<b>Discount % or Amount</b>	
<b>Shipping Charges</b>	
<b>Total Order</b>	

Signature of Person Requesting Purchase Order: \_\_\_\_\_

Signature of Principal Approving Purchase: \_\_\_\_\_