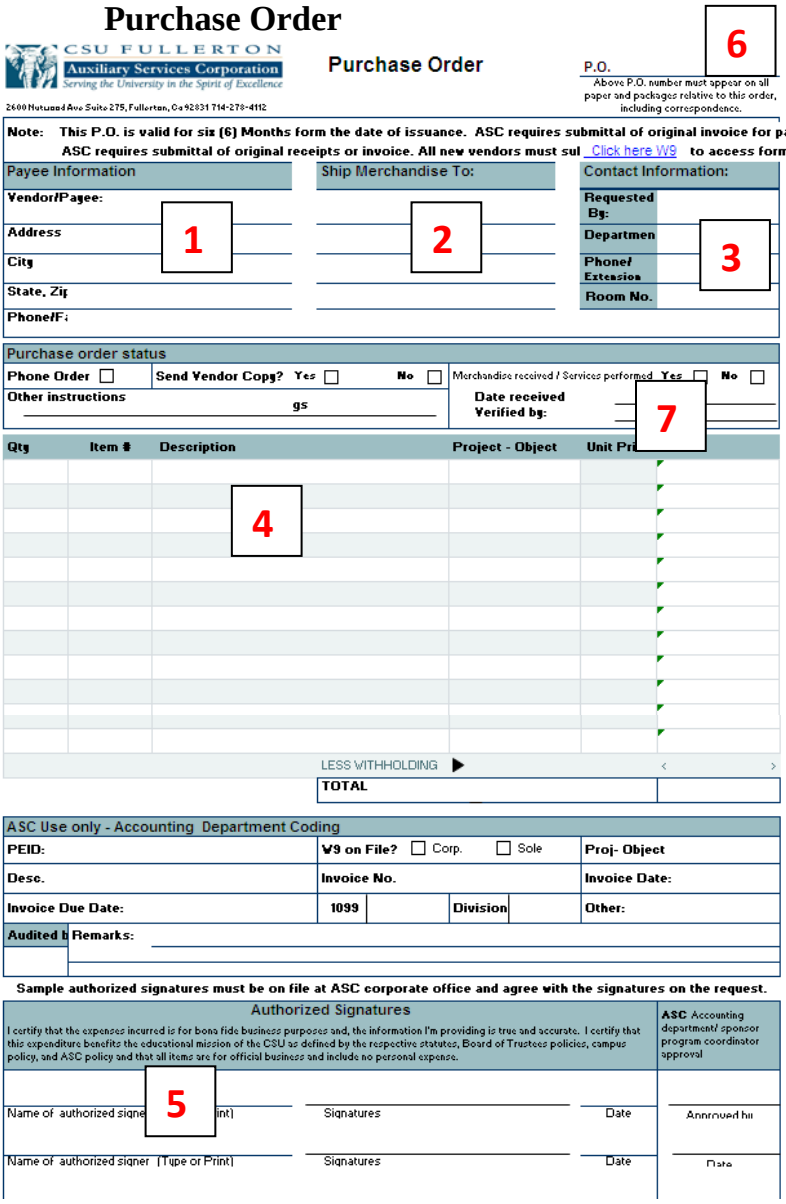

Purchase Order Form

1. Complete the vendor's information
2. Compete the Ship Merchandise to information (i.e. Bobby Smith in MH-235)
3. Complete who is requesting this Purchase Order #
4. Fill out the Quantity #, the item or product #, a description of the product, the project and object code # to which this expense should be charged, # of units, and the cost will auto-populate
5. Obtain appropriate signatures
6. Once the Purchase Order has been approved a PO# will be provided and the individual requesting the PO will be given a copy of this completed purchase order with # on top called a "Pink Copy"
7. Once the merchandise has been received and verified complete this section of the "Pink Copy", attach the packing slip, shipping list, or invoice and submit to CP-275 to process for payment