

Purchase Order # \_\_\_\_\_

FUND	CENTER	ACCOUNT	PROJECT

Date \_\_\_\_\_  
 Department \_\_\_\_\_  
 \_\_\_\_\_  
 Requestor Signature  
 \_\_\_\_\_  
 Department head signature  
 \_\_\_\_\_  
 Vice President for Business Affairs  
 Signature  
 \_\_\_\_\_  
 President's Signature

VENDOR NAME AND ADDRESS

Requested Quantity	Description of Article or Service	Estimated Unit Price	Actual Amount

Within Budget:    Yes    No      *Please attach quote or other form of justification.*  
 \* Justification Attached