

## Mattawan Consolidated School Purchase Order Request Form

Use this form to request the creation of a Purchase Order. ***There is no need for a purchase order if:***

- You are ordering or paying with a credit card
- You already have a vendor invoice that just needs to be paid

<b>Request Date:</b>	
<b>Requested By:</b>	
<b>Requestor Email:</b>	

### Vendor Information

Name:	
Street Address:	
City, State and Zip Code:	
Phone:	
Email:	
Fax:	

### Ship To Information-select with "X"

	EE	02438		MS	05678		TRANS	09372
	LE	07495		HS	02439		MAINT	08510

### Item Information

CATALOG #	UNIT	QTY	UNIT PRICE	TOTAL PRICE	DESCRIPTION
					<b>GRAND TOTAL</b>

### Account Information

ASN #	ASN DESCRIPTION	AMOUNT
<b>GRAND TOTAL</b>		

### Purchase Order Delivery Method-select with "X"

<input type="checkbox"/> Fax/email directly to vendor	<input type="checkbox"/> Return to me for ordering
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### Authorized By

Signature:	
2 <sup>nd</sup> Signature, if required:	

CENTRAL OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_

PO #: \_\_\_\_\_