

For using department reference only. Do not send with other support documentation.

Supplier's status: ☐ New* ☐ Current Vendor #_____ Federal Tax ID#_____

***Phone Number**

***City**

***State *Zip**

***Zip**

***Point of Contact**

email Address/Website

Requestor Name

Date _____

Budget Description

Program	Function	Location	Object	Year	Date entered	Data entered by
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[illegible][illegible]**Purchase Request Total \$**

Note: Fax supporting documentation to Purchasing at 578-8262 or attach scanned documents to Purchase Request.

Authorized by: (Director/Principal)

Date _____

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