

Check Appropriate Box:

CHECK REQUEST

PURCHASE ORDER REQUEST

Requested By: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

ID Number \_\_\_\_\_

Request Number: \_\_\_\_\_

QUANTITY	ITEM DESCRIPTION	UNIT PRICE	TOTAL COST THIS ITEM	ACCOUNT NUMBER

**TOTAL DOLLARS**

VENDOR INFORMATION

Department Chair Approval: \_\_\_\_\_

NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_

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APPROVAL - BUSINESS OFFICE USE ONLY

CHECK NUMBER: \_\_\_\_\_

DATE OF CHECK: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

TRANSACTION NUMBER: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

Vendor Code	Invoice Date	Invoice #	Invoice Due Date
<b>Total Amount of Check</b>			
\$ _____			

Business Manager	Date	Authorized Purchase Order #	Project
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**BUSINESS OFFICE COPY**