

Purchase Order Request

Person Requesting: _____

District P.O. **\$500 Supply** **Activity P.O**

Account: _____

Who do you want to purchase from?

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____

Amount of P.O \$ _____

Description of desired items: _____

Please turn this request into Mrs. Casebeer