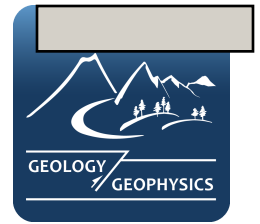


Purchase Order Request



Today's Date:

Vendor Information :

Company:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	<input type="text"/>	Zip Code:	<input type="text"/>
Phone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

PLEASE ATTACH QUOTE FROM VENDOR FOR THIS PURCHASE ORDER.

You will also need to attach the other two quotes you are required to obtain per the new UW Bid Policy for purchases between \$7,500 to \$24,999.99

*For additional information please visit:
<http://geology.uwyo.edu/facultyresources> **OR**
a copy of policy can be found within the front office.*

*If you are **NOT** using the lowest bid quote, please attach your sole source of justification.*

Department Information *(filled out by Requestor)*

Requestor:	<input type="text"/>
Budget/Funding Source:	<input type="text"/>
Date PO Required by, if applicable:	<input type="text"/>
Notes for Special Requests:	<input type="text"/>

Product Information For Purchase Order

Quantity	Type (ie. case, each, box etc)	Item	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments:

<input type="text"/>

Acct. Office Use Only:

Vendor ID: _____ Address #: _____ Location #: _____