





**Purchase Request**  
(\$4999 & below)

**PAYMENT/SHIPMENT CLARIFICATIONS:**

Yes       No      Can the supplier accept a Purchase Order?

Yes       No      Can the supplier ship the order prior to receiving the payment?

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**VENDOR:**

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

Fax \_\_\_\_\_