



# Purchase Order Request Form

Request #

Date Entered

Gina Rader

Entered By

**Purchase Order Request**  
 Send a copy of this document if you are sending  
 Purchase Order attachment of any kind.

Deliver To

Mark For

**Check Request**

This is a copy to accompany backup  
 Do not process as an original

Mail Check  
 Return Check to CATE

Must have HAND check by  
 → Hard copy of Check Request for Hand check  
 must be in the Business Office before check  
 is written

Vendor #

Vendor Name

Receipt # \_\_\_\_\_

PO #

Quantity	U/M	Description	Unit Cost	Extension

**Printed Comments: [for use with PO only]**

  
  
  


**Non-Printed Comments**

  
  
  

**THANKS!**

Key Code	Account		Amount

\* Career and Technology Department \* 6125 East Belknap Street \* Haltom City, TX 76117 \* (817) 547-5786 \* (817) 831-5680 fax \*