

EMERGENCY P.O. REQUESTS

Please supply the following information for an emergency purchase order, and then fax this request form to the Purchasing Department at 997-1053. This form will then be faxed back to you with the purchase order number assigned. If you do not receive our faxed response within one hour, please call Ext. 2240

DATE: _____ ACCOUNT CODE: _____

PROGRAM: _____

SHIP TO: _____

VENDOR NAME: _____

S/S# (If applicable): _____ Is this a new Vendor? YES _____ NO _____

ADDRESS: _____

P. O. AMOUNT: \$ _____.

DESCRIPTION:

REQUESTED BY: _____ PROGRAM _____

PHONE#: _____ FAX#: _____

COMMENTS:

Program Administrator's Signature & Date

Purchasing Agent's Signature

ASSIGNED PURCHASE ORDER NUMBER: # _____

NOTE: *If this request is a dire emergency please check the box below and you will be called with the number. Please only check the box if your request is a real emergency.*

This request is an emergency, please call with P.O. #.

Reply to: _____ Phone# _____ Fax# _____

For Purchasing Department Use Only:

Req.# _____ P. O. # _____ Date: _____