Dyersburg Middle School

Purchase Order Requisition

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_ PO #\_\_\_\_\_\_\_\_

Organization Billed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Acct #\_\_\_\_\_\_\_

This form should be completed several days before a purchase order number is needed if at all possible. All purchase orders must be signed by an administrator before they are released.

 Taxable\_\_\_\_\_\_ Nontaxable\_\_\_\_\_\_

| **#** | **Vendor** | **Item** | **Quantity** | **Unit Cost** | **Total** |
| --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total  |  |