

Scotland County Schools Purchase Order Request Form

Date: _____ Teacher or Program: _____ School #: _____ Vendor No: _____

PO#: _____ Ref.1: _____ Account: _____

(Office Use Only) ----- (Office use only-Must be entered on E-procurement Purchase Orders) ----- (Budget code-Only one per purchase order may be used)

Vendor Name _____

Justification: _____

& Address: _____

(This field must be completed – Purpose for purchase order)

Seq. #	Qty.	Unit Price	Unit of Meas.	Item Description	Ext. Cost	Vendor Item Number	Commodity Number <small>(Office use only - Must be entered on E-procurement PO)</small>
Requestor's Signature: _____					Subtotal		
Approval Signature: _____					Transportation Cost		
					Sales Tax		
TOTAL PURCHASE ORDER AMOUNT							