

Scotland County Schools Purchase Order Request Form

Date: _____ **Teacher or Program:** _____ **School #:** _____ **Vendor No:** _____
(Office use only-F7 for vendor lookup)

PO#: _____ **Ref.1:** _____ **Account:** _____
(This number assigned by system) (Office use only-Must be entered on E-procurement Purchase Orders) (Budget code-Only one per purchase order may be used)

Vendor Name _____
& Address: _____

Justification: _____

(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							