REQUEST FOR PURCHASE

REQ. # _____

DATE _____

ACCT.# _____

Paris Junior College

It is requested that the following articles be secured for official use:

No. Required	Complete Description Including Brands, Nos., etc.	Estimated Cost	
	TOTAL		

Name of Supplier _____ Vendor # _____

Address of Supplier _____

City State Zip _____

Phone / Fax _____

Department where used _____ Ship To: _____

Date Needed _____ Requested by _____

Mail Purchase Order ☐ Yes ☐ No

Approved _____