

**CARLETON COLLEGE**  
**PURCHASE ORDER REQUEST FORM**  
 (This is **not** a purchase order)

Date \_\_\_\_\_ FOB \_\_\_\_\_ Date Items Required \_\_\_\_\_  
 Requested By \_\_\_\_\_ Ship Via \_\_\_\_\_ Delivery Location \_\_\_\_\_  
 Phone Ext. \_\_\_\_\_ Terms \_\_\_\_\_ Mail Stop \_\_\_\_\_  
 Authorized Dept. Approval \_\_\_\_\_

Suggested Vendor/ID# \_\_\_\_\_ Vendor Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Vendor Fax \_\_\_\_\_  
 \_\_\_\_\_ Vendor Contact Name \_\_\_\_\_

Qty	Unit	Catalog/Part #	Description	Unit Price	Item Total	ACCOUNT NUMBER				% or Qty
						Fund	Source	Dept	Expense	

Total Amount of Order \$ \_\_\_\_\_

Comments printed on purchase order: \_\_\_\_\_

If gold copy of purchase order should be sent to someone other than initiator, indicate the person & dept.

\_\_\_\_\_  
 Business Office Approval                      Date Received

Requisition # \_\_\_\_\_

Voucher/PO # \_\_\_\_\_