

RESIDENCE LIFE PURCHASE ORDER REQUEST FORM

Instructions

A Residence Life Purchase Order Form must be completed and submitted to Tonya Curry, 129 Herbert Hall, **FIVE (5) WORKING DAYS PRIOR** to the date of the program. An approval signature **MUST** be obtained before this form is submitted. Invoices must be itemized. The original itemized invoice and one (1) copy must be turned in to Tonya (129 Herbert Hall) no later than three (3) days after the program.

*Remember, no payments are made to the vendor until the invoices are submitted. You must complete a separate P.O. Request for each vendor. Please direct any questions or problems with vendors to Tyler Bryant (5-2678) or Tonya Curry (5-2461). **You must complete the entire form below.**

Name	Hall
Phone Number	Funding
Program	Date of Program

VENDOR

Name: _____ Address: _____

ITEMS

QTY.	DESCRIPTION	PRICE PER ITEM	TOTAL

SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____