

USG Purchase Order Request

About You:

Today's Date: _____

Date Disbursement Needed: _____

Requestor: _____

Phone: _____

Email: _____

Preliminary Information:

Reason for Request: _____

Requested Amount: \$ _____ Budget Line Item: _____

Company Info:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ EIN: _____

Fax: _____ Tele: _____

Total Amount Requested: _____

PLEASE ATTACH A QUOTE AND A W-9!

Supplementary Information:

Did you attach a quote? _____

Did you attach a W-9 form? _____

I, the undersigned Cabinet Director, Senator or Executive, certify that the above information is accurate and complete.

Director or Senator Signature: _____

Director or Senator Name: _____

(For Office Use Only!)

W-9 attached: _____ Quote attached: _____

1. Approved by Treasurer: _____
2. Accounted for: _____
3. Approved by Advisor: _____
4. Purchase Order Issued: _____
5. Purchase Order Sent: _____
6. Invoice Received: _____
7. Bill paid: _____