





**Purchase Request**  
( \$5000 & above )

**PAYMENT/SHIPMENT CLARIFICATIONS:**

Yes       No      Can the supplier accept a Purchase Order?

Yes       No      Can the supplier ship the order prior to receiving the payment?

**SUGGESTED VENDORS (3 Required):**

**1)**

Contact Name	_____	Phone	_____
Company	_____	Email	_____
Address	_____	Fax	_____

**2)**

Contact Name	_____	Phone	_____
Company	_____	Email	_____
Address	_____	Fax	_____

**3)**

Contact Name	_____	Phone	_____
Company	_____	Email	_____
Address	_____	Fax	_____

