

Requisition for Purchase
PLEASE FILL OUT COMPLETELY

LPO# _____

P-CARD _____

Vendor Name _____ Date: _____

Address _____

City & State _____ Zip Code _____

Contact : _____ Phone # _____

***REMEMBER:** When using the P-Card please advise vendor we are tax exempt.
For phone or online purchases ALWAYS have detailed receipt faxed to 706-569-3678.
For local purchases ALWAYS bring receipt ASAP to Kay

| Quan. | Cat.# | Item Description | Unit | Ext. |
|-------|-------|------------------|------------------|------|
| | | | | |
| | | | Shipping: | |
| | | | Handling: | |
| | | | Total \$ | |

Activity this purchase used for: _____

Account Name: _____ Account # _____

Phoned in _____ local store _____ or online _____

Approved: _____, Principal