



PURCHASE ORDER REQUEST

Date							Ref. #	
Hub Status		QISV?		Part	Account #	%	Account Name	
Bookkeeping Order Type / PO # _____								
Spot		Extended Spot						
Automated Contract		Encumbrance						
Non-automated Contract		Local						
Cert. Purchase Req.		Open Market		Dept.:		Requestor:		
Not on bookkeeping - to purchasing - ref # _____				Phone:		User:		
ORDER TO				REMIT TO				
Address				Address				
City		St.		City		St.		
Contact		Zip		Contact		Zip		
Phone		Fax		Phone		Fax		
SHIP TO				INVOICE TO				
Address				Address				
City		St.		City		St.		
Contact		Zip		Contact		Zip		
Phone		Fax		Phone		Fax		

Item	Qty.	Unit	CC	Description	Estimate	Actual	Total
SHIPPING AND HANDLING							

Suggested Source				FOB DESTINATION	TOTAL	
Address						
City		St.				
Contact		Zip				
Phone		Fax				

Approved by _____
Date _____

- See attached bids or additional suggested source(s).
- See attached specifications
- Sole Source (letter attached) <http://agservices.tamu.edu/forms/supportfrm.htm#purchasing>
- No bids required because dollar amount is under the delegated amount required for bids

If not soliciting bids from HUB vendors, why? _____

Notes: