Requisition	n Date:		Requisition Number:	Requisition Number:			
Regular P	urchase Order			Confirming Purchase Order:			
Company Name:			Ordered By Phone:	Ordered By Phone: (Da			
Address:			Order Placed W/Salesman:	Order Placed W/Salesman: (Da			
Ship To:			Picked Up:	Picked Up:			
			who ordered OK's indicate here:				
			BUDGET:	BUDGET:			
Requisitio	ned By:		Authorized By:				
QTY REC'D	QTY ORDERED	QTY BO'd	DESCRIPTION	UNIT PRICE	TOTAL		
			·				
	•						
					200		
					<b></b>		
	<u> </u>		Allow 10 - 15% depending on weight and insurance Delivery Total				
Date Ordered:			Date Received:				
P.O. Number:			Received By:		·		

Requisitions must be saved. All Req's completed during Jan – Dec. should be pulled at the end of the year and sent to Central Office. They should be filed alphabetically by company name, and should be received in Central Office by January 31<sup>st</sup>.