COPESD
FINANCE DEPARTMENT

# PURCHASE ORDER REQUEST FORM

*Revised August 2024*

**ACCOUNT #:** _____ **COST:** _____

**ACCOUNT #:** _____ **COST:** _____

**ACCOUNT #:** _____ **COST:** _____

| QUANTITY | ITEM # | ITEM DESCRIPTION | COST PER ITEM | TOTAL COST |
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| | | | SUBTOTAL | |
| | | | SHIPPING | |
| | | | ESTIMATED TOTAL | |

**VENDOR INFORMATION:**

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_____

**DATE:** _____

**REQUESTED BY:** _____

**APPROVED BY:** _____

*FOR AMAZON & ALL ONLINE ORDERS, PLEASE SUBMIT A WISH LIST OR WEBSITE LINK TO YOUR SUPERVISOR WITH THIS ORDER FORM*