

## Purchase Order Request

<b>Date Request</b>						
<b>Facility ID</b>						
<b>Employee Name</b>						
<b>Item Name</b>						
<b>Item Description</b>						
<b>Why is this necessary?</b>						
<b>Vendor #1 Price</b>						
<b>Vendor #1 Notes</b>						
<b>Vendor #2 Price</b>						
<b>Vendor #2 notes</b>						
<b>Executive Director Decision</b>						
<b>Executive Director Comments</b>						
<b>Charge To</b>						
<b>Date of Approval</b>						