ANDERSON COUNTY
REQUEST FOR PURCHASE ORDER

Complete the information and obtain approval below.
Mail or E-mail a completed copy to the Anderson County Purchasing Department.

Requisitioner Info:

Date: _____ Supervisor: _____

Department Name: _____ Requested By: _____

Phone: _____ Account # _____

Email: _____ Purchase Order # _____

Delivery Location: _____ Budget Available: _____

_____

Recommended Vendor Info:

Name: _____ Contact # _____

Address: _____ Attn: _____

_____

Item #	Quantity	Description	Unit Price	Total
FOR INTERNAL USE ONLY				

Department Approval:

_____ _____

Signature/ E-Signature **Date** **Print Name**