

Purchase Request and Order Form

Accounting Office Contact Information Phyllis Onder

Phone 410-889-2300 X1239

Request Status		Original Request Revised Request			Order Status				
Payment Method									
☐ Agency Cred	☐ Home Depot			<u>_</u>	Check Ha		andling Instructions		
☐ Safeway Card		•	Other			Request		Mail Paym	
☐ Staples					Attach	Vendor Info.		Return to I	
								11010111110	toquestor
					□ Split Payment Option				
Date of Event:				Payment	Amo				
Date Order Needed In House:					1	7111	Jule Dute		ute
Event Name:					2				
	tact Information		ı		oing Information for this Order				
Vendor Billing and Contact Information Name		<u>.011</u>	Shin T	o Address	The Family Tree, Inc				
Street Address						The Family 11ee, Inc			
				•	- Attention To:				
Address Line 2				Phone Ni	one Number:				
City, State, Zip			G						
Website Address:			Street Address						
Phone Number:				Address l					
Order Fax Number:				City, Stat	e, Zip				
Contact Person:				L					
Information to Note:									
Description/Details/ Purpose/Reason			Unit of	Qty	Unit Price	Extended	Dudget I is	no Dotoil	Cost
		Item #	Measure			Price	Budget Line Detail		Center
							Acct	Dept	Code
See attached						_			
						_			
						-			
						-			
						-			
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						-			
						-			
Shipping Costs						-			
Sales and Use Tax					Exempt	Exempt	7015	92	092
Total cost for this page					-				
Total Product Costs All Pages									
Total Product Costs All Pages							<u> </u>		
m ı ı					N/				<u> 1</u>
The vendor has our					Yes	A completed IRS Form W-9 is needed for new vendors.			
Sales and Use Tax Exempt Certificate on file?					No		is no	eeaea jor ne	w venaors.
								_	
Requested By:								Date:	
	Employee Name					(Signature)			
Approved By:									
	Director, Asst. Dir., Mgr. Name					(Signature)			
Approved By:						Date:			
	Exe	Executive Director Name			(Signature)				
Signing Authority Limits	:								
Up to \$100-Assitant Directors Up to \$500-HR Manager Up to \$1,000-Directors Over \$1,000-Executive Director									
Agency credit card purchases require Executive Director Approval									