



Section 1 - Order Request

Name:

Vendor Name:

Purchasing Method: PCARD:

Website Address:

DV:

Contact Name:

PO:

Part Number	Item Description	Quantity	Unit Price	Amount
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Please give the business purpose for the items requested:	Sub-total	
	Sales Tax	
	Shipping	
	Grand Total	

Section 2 - Authorizer

Account Authorizer Signature:

Tax Exempt? **If Yes, please attach
 Tax Exemption
 Certificate (AZ 5000)**
 No Yes

Account:

SubAccount:

Object Code:

Project Code:

Section 3 - To be completed by AME Business Office

Form received:

PCDO/Edoc Reference #:

Reconciler:

Part Number	Item Description	Quantity	Unit Price	Amount
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