



## PURCHASE ORDER REQUEST FORM

Your name:  Date:

Room number items will be used in:  Vendor Name:

Contact Name & Email:

Part Number	Item Description	Quantity	Unit Price	Amount
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Provide a detailed reason how this purchase benefits the UA:	<b>Sub-total</b>	
	<b>Sales Tax</b>	
	<b>Shipping</b>	
	<b>Grand Total</b>	

Account Authorizer Signature:

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

Account:                      SubAccount:

Click here for more information  
 on the Tax Exemptions FSO site

- The purchase order is separate from a PCard purchase. Do not use a PCard to pay for these items
- Once you receive final invoices, send them to the Business Office Pcard email for processing.

**Email your Purchase Order Request Form and quote to: [pcard-docs@ame.arizona.edu](mailto:pcard-docs@ame.arizona.edu)**