



DRURY
UNIVERSITY

Purchase Order Requisition Purchase order number _____

A purchase request must be completed **in advance** of actual purchases for all goods and services. All purchases must comply with Drury University purchasing policies. Payments of invoices for goods and services will not be authorized without a valid purchase order authorized by the Vice President for Administrative Services. Alternate vendors and pricing proposals must be noted on the reverse side as required by Drury University purchasing policies (all purchases are FOB Drury University.)

Recommended vendor Name _____
Address _____
City _____ State _____ Ziip code _____
Area code/telephone number _____

Other data Date _____ Date needed _____ Account number _____
Department _____
Deliver to _____

Quantity	Description, including detail specifications (may attach same)	Unit price	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Brief justification _____

Requested by _____ Date _____
Account administrator _____ Date _____
Appropriate cabinet member _____ Date _____