

Purchase Order

Date of Request: _____

- PAYMENT REQUEST
- FOR APPROVAL TO ORDER ONLY
- Check
- Petty Cash
- Credit Card
- On Account

- Victorville
- VVCS
- Feed My Sheep
- Apple Valley
- Hesperia
- Littlerock
- Lucerne Valley
- Palmdale
- Victoryville
- Adelanto
- Colton
- Boron
- Azusa

Vendor _____
 Address _____

 Phone: _____

Return check to _____ Date check needed _____
 Mail Check _____
 Budgeted _____
 Department _____
 Person making request _____
 Department Head Approval _____

Comments:

| Quantity | Item Number/Item Description | Price/Item | Total Amount | Budget Line # |
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| Grand Total | | | | |

Finance Office _____ Erika Barbosa
 Approved by _____
 Approved by _____