Orange Coast College

Request for Purchase Order

Prepared by: _____

Department: _____

Phone: _____ Ext: _____

Date: _____

- ❍ Ancillary (college)
- ❍ Associated Students
- ❍ Cafeteria
- ❍ CCCD Enterprise
- ❍ Community Education
- ❍ Foundation
- ❍ Sailing
- ❍ IEC @ OCC

Vendor Information

Name: _____

Address: _____

City/State/Zip: _____

Attention: _____

Quoted by: _____ Date _____

Terms	Ship Via
❍ 30 days	❍ Will Call
❍ 15 days	❍ UPS
❍ Other	❍ Other
_____	_____
_____	_____

Vendor Item/Code	Description	Quantity	Unit Price	Total Price
BUDGET NO:			Sales Tax	
			Shipping	
			TOTAL	

Any request for services requires an Independent Contractor agreement, Board Approval and a W-9. All these documents and the Purchase Order must have the same vendor name to be valid.

_____

AUTHORIZED SIGNATURE

Orange Coast College