THE HARKER SCHOOL

PURCHASE ORDER REQUISITION [SHOPPING CART]

Date _____

Screen 1 of Shopping Cart

1

Requestor Name _____ Phone ( ) _____ Email _____

Account Assignment Type (choose one and add identifier) ❏ Cost Center _____ ❏ Project_____ Recipient (If different) _____

Ship to Location ❏ Union ❏ Bucknall ❏ Blackford ❏ Saratoga

Screen 2 of Shopping Cart

2

From Catalog? ❏ Yes ❏ No   If Yes, Name and Date of Catalog _____

Screen 3 of Shopping Cart

3

Material (M) Service (S)	Product Category (from list)	Product Description	Supplier Item #	Delivery Date (X/X/XX)	Qty.	Unit	Price Per Unit	Quantity X Per Unit	Payment: (Invoice) (No Invoice) (Issue Check)	Next Year? (Y/N)	Supplier Note	Puchaser Note
									Invoice / No Invoice / Issue Check	Yes / No		
									Invoice / No Invoice / Issue Check	Yes / No		
									Invoice / No Invoice / Issue Check	Yes / No		

Preferred Supplier Name_____ Supplier Address _____

Service Date _____ Sales Phone ( ) _____ Email _____Sales Contact Name _____

OFFICE USE ONLY (For online Purchase Order generator)

P.O. Number _____ P.O. Date_____ Purchaser Name_____

OofC: 9/9/16 (RM)