

# Purchase Order Request

**How to use this form:** complete this form in full and send to [po-requests@7generations.org](mailto:po-requests@7generations.org). Include all applicable quotes. When sending request, please CC the budget manager and/or the credit card holder if applicable.

## Purchase information

Date of request: \_\_\_\_\_

Vendor: \_\_\_\_\_

Brief description (include items and quantity):

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Cost: \_\_\_\_\_

Quote attached

## Payment information

Allocate this purchase to budget code: \_\_\_\_\_

I will be making this purchase via:

Cheque

Visa: \_\_\_\_\_

Cardholder's name