

MPPS Purchase Order Request

Date Received:	
Received by:	

Date Entered:	
P.O. #:	
Vendor #:	

Employees complete the portion below to be turned in for processing

Vendor

Ship to

Qty	Item #	Description	Account # or Account Description	Unit Price	Line Total
				Subtotal	
				Shipping	
				Total	

<i>Requested by</i>	<i>Date</i>
<i>Authorized by</i>	<i>Date</i>