Sandhills Community College

Equipment Purchase Order Request

TO: Business Office **Date: _____**

FROM: _____
(Department)

Item No.		Quantity Ordered		Commodity No. and Description (Catalog No. Model No., etc.)		Unit Price		Total Price

North Carolina Contract Certification # _____

Vendor Number _____

ITEMS ON REQUEST IS CLASS _____ AND WILL BE USED FOR PROGRAM CODE _____

EQUIPMENT WILL BE LOCATED: _____BUILDING _____ROOM NUMBER

BUDGET INFORMATION:
_____

Requested by: _____

Approved by: _____
(Dept. Chair or Supervisor)

Approved by**:** _____
(Director or Dean)

Approved by: _____
(Authorized Signature / Business Office)