

Sandhills Community College

Purchase Order Request

3395 Airport Road
 Pinehurst, NC 28374
 Phone (910)692-6185
 Fax (910)695-1823

Purchase Order Number

Budget Information

Agency No.	Vendor No.	Terms	Date	/16/14//Certification Bid or Quote No.
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To: _____ ph _____ fax _____ Special Instructions: _____	Requested By: _____ Supervisor/Dept. Chair: _____ Dean Approval: _____ VP Approval: _____ Amount Requested: \$ _____
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Line No	Qty	Unit	Item Number	Description	Unit Price	Total Price
Shipping & Handling						

Sub-Total	
Sales Tax	
Order Total	

Equipment Location

Bldg Room Program Code

Authorized Signature Business Office Purchasing Agent