



Purchase Order Request Form

Name/Department: _____

Date: _____

This form is to be used for purchases that include:

A single item has a per-unit cost over \$3,000
or The total transaction cost exceeds \$5,000.

In these situations:

Competitive quotes are needed
Additional approvals are needed
A PURCHASE ORDER IS REQUIRED

**The Finance Department will make the purchase*

Please check all that may apply:

Sole Source Purchase

MTECH Contract

State of Utah Cooperative Contract

Custom Fit Purchase

Internal Purchase

Item Requested (Detailed Description)

Quantity

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Estimated Cost _____

Reason For Request

I have obtained quotes for this purchase:

Yes

No

Source of Funding _____

Please complete this form and email it to

mtechinvoices@avidbill.com