



PURCHASE ORDER REQUEST FORM

Date: _____ Requested by: _____

Program/Event/Client: _____

Reason for Purchase: _____

Date Needed: _____ Vendor: _____

- I would like: Office staff to make this purchase on my behalf via online vendor
 Approval to make this purchase with a company card or be reimbursed

Purchase Information

Description	Web link (if applicable)	Qty	Unit Price	Total Price
			Shipping	
			Other Costs	
			Total	

Please send completed forms to payroll@dsaw.org at least ONE WEEK in advance of when item(s) are needed. POs greater than \$250 should additionally be sent to abbey@dsaw.org.

Office Use Only:

Purchase Approved: Yes No Date: _____

If denied, please list reason: _____

1. Approve or deny purchase
2. Either purchase materials for staff or give staff approval to purchase them
3. Upload completed PO to Basecamp (Accounting Team > Docs and Files > Purchase Orders)