



420 N. Tower Road  
Alamo, TX 78516

Purchase Order Request Form

Date \_\_\_\_\_  
Person requesting P.O. \_\_\_\_\_

Vendor Name \_\_\_\_\_  
Address \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ITEM #	QTY	ITEM DESCRIPTION	UNIT COST	TOTAL COST
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL \_\_\_\_\_

BUDGET CODES    AMOUNTS    DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEPARTMENT HEAD APPROVAL  
PURCHASING AGENT APPROVAL  
FINANCE DIRECTOR APPROVAL  
CITY MANAGER APPROVAL