

**Department of Administration  
Administrative Services Division**

**Purchase Order Requisition  
Money Value Only  
(Agency Placing Order On-Line or with P-Card)**

<input type="checkbox"/> <b>On-line Purchase</b> <input type="checkbox"/> <b>P-Card Purchase</b>	
<b>Purchase Order Number (ASD Provided unless P-Card Purchase):</b>	
<b>Date:</b>	
<b>Requested By:</b>	<b>Phone #:</b>
<b>Agency #:</b>	<b>Agency Name:</b>
<b>Vendor/Supplier:</b>	
<b>Purchase Amount:</b>	
<b>Purchase is Pursuant to Good-of- the-State Contract:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, Good of the State Contract Number:</b>	
<b>Vendor/Supplier Quote Attached:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Approved Purchase in Agency Budget:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Other justification (Specify):</b>   	
<b>Mandatory Coding Required:</b>	<b>Budget Account:</b>
<b>Optional Coding: Cat:</b>	<b>GL:</b>
<b>Org:</b>	<b>Job #:</b>
<b>Function:</b>	
<b>Requestor Signature:</b>	<b>Date:</b>

<b>AUTHORIZATION TO PROCEED:</b>	
_____	
Print Name and Title	
_____	_____
Signature of Division Administrator or Designee	Date