



6980 Jefferson Highway, Baton Rouge, LA 70806 Main: 225-578-8887 FAX: 225-578-6954

REQUEST FORM FOR PURCHASES

Purchaser's Name: _____

Purchaser's Phone #: _____

Purchaser's Initials: _____ Supervisor Initials: _____

Vendor / Supplier Name: _____

Vendor Phone #: _____

Vendor Fax # / Web Address: _____

Brief Description of Item / Items to be Purchased: (Catalog #, Item #, Quantity)

Cost of Item / Items: \$ _____ Shipping Charges: \$ _____

Estimated Total Cost with S/H: \$ _____

Order needs to be Placed? ____ YES ____ NO

Purchase Order #: _____

Date Order Placed _____

Order Confirmation #: _____

Order Placed by (Initials): _____

Program / Grant # to be charged: _____

Credit Card Used? ____ YES ____ NO Initials: _____

