

PURCHASE ORDER(S) REQUIRING BOARD APPROVAL

PO #(S)_____

1. Name of originator (contact person)_____

2. Name of program for which the order will be used_____

3. Source of Funds: _____Local _____State _____Federal____ Bond

4. Provide a detailed explanation of what this equipment will be used for and if it is replacing existing equipment, please identify.

5. Name of person who will be present at the Board meeting if additional information is requested._____

6. Additional information._____

Please fax this form back to Purchasing at 759-2701.

Attach additional sheets if required.