

PANHANDLE AREA COUNCIL

11100 N. Airport Drive Hayden, ID 83835
 PHONE: (208) 772-0584 FAX: (208) 772-6196

APPROVAL & REQUISITION ORDER

NAME: _____

R.O./P.O. #

DATE: _____

PURCHASED FROM:	SPECIAL INSTRUCTIONS:
-----------------	-----------------------

DPT. APPROVED <input type="checkbox"/> YES <input type="checkbox"/> N/A	DATE ORDERED:	ITEMS NEED BY:	CHECK NEED BY:	PICKED UP BY:	REIMBURSE:	C H A R G E : <input type="checkbox"/> YES <input type="checkbox"/> No
--	---------------	----------------	----------------	---------------	------------	---

DESCRIPTION OF ITEMS NEEDED:	QUANTITY	UNIT PRICE	COST	GRANT
OTHER CHARGES: \$				
DESCRIBE:				

THIS SECTION COMPLETED BY PURCHASING AGENT ONLY

PAY TO:	# ORDERED	UNIT PRICE	COST	INVOICE #
<input type="checkbox"/> SAME AS ABOVE				
				DATE ORDERED
				DATE RECEIVED
				FISCAL:

 Authorized Signature Date

 Purchasing Agent Date

Subtotal	
Other Charges	
Tax	
TOTAL	