

**PURCHASE ORDER REQUEST**

This form must be completed to request supplies, to make a purchase, or to place an advertisement. A purchase document must be in place prior to an order or advertisement being placed. Allow sufficient time to process the purchase order. If a purchase was made without prior approval, this form must be filled out with an explanation in the comments field.

IT equipment must still be requested on the short/long form.

Please submit all completed forms to Rachel Herrera and feel free to call her @ 6-3477 with any questions.

Date: 04/30/2012

Requested by: El Gonzales

Dollar Amount: \$65,779.73

Vendor (if known): Rice Environmental Consulting & Safety

Description: Plugging of well Mesa Queen # 20 API# 30-025-20269

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

  
\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Signature of Supervisor

**\*\* Financial Use ONLY \*\***

Vendor Name \_\_\_\_\_ Vendor ID \_\_\_\_\_

Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Cost Center \_\_\_\_\_

Reporting Category \_\_\_\_\_ Budget Yr \_\_\_\_\_ Class \_\_\_\_\_

District \_\_\_\_\_ Project \_\_\_\_\_

\_\_\_\_\_  
Approved Rachel Herrera

\_\_\_\_\_  
Approved Jeff Primm