Reset Form

NOTE: DO NOT SEND THIS FORM TO VENDOR: PRINT AND SEND TO THE TREASURER'S OFFICE FOR FINAL AUTHORIZATION.

☐ CONFIRMING ORDER
PO # _____

St. Olaf College

MINNESOTA SALES & USE
TAX EXEMPT NO. ES20133

PURCHASE REQUISITION

VENDOR: • _____
• _____
• _____
• _____
PHONE: • _____

BILL & SHIP TO: • _____
• _____
• _____
• _____
PHONE: • _____

DATE	SHIP VIA	SHIP DATE

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
		Total Cost:	0.00

_____ - _____ - _____ - _____ - _____
Co Unit Account Activity Cat.

_____
Authorized Supervisor Signature