Rev. June 2022

Excellence: A shared vision

Trinity Valley Community College
Request For Purchase

P.O.#: _____

Date: _____
mm/dd/yyyy

Requester/Dept.: _____

Campus:
- ◉ Athens
- ○ Palestine
- ○ Kaufman
- ○ Terrell
- ○ TDCJ
- ○ PWEC
- ○ THSC

Suggested Supplier: _____

Address 1 _____

Address 2 _____

_____ , _____
City State ZIP

Phone #: ( ) _____

Account No.	Quantity	Complete description, including brands, stock numbers, etc.	Unit Cost	Extended Cost
			TOTAL	$0.00

President	Controller	Purchasing Department
Vice President	Assist. Vice President/Provost	Computer Purchasing
Dean/Director/Division Chair	Manager/Supervisor/Coordinator	Requestor

E-MAIL

SAVE