BLANKET PURCHASE ORDER RELEASE

Cleveland Hts.-
University Hts.

WARNING – DO NOT ACCEPT FROM AN UNAUTHORIZED USER!

APPROVALS	
ORIGINATOR	**DATE**
BUDGET MANAGER	**DATE**

BLANKET P.O. NO.	RELEASE NUMBER	WORK ORDER NO.

VENDOR NO:	CONTACT PERSON	SPECIAL INSTRUCTIONS
	Name	
	Phone #	
	Fax #	

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
				TOTAL	

PAGE 1 OF 1 ENTERED ON _____ BY _____

WHITE –BUDGET MANAGER YELLOW-ACCOUNTS PAYABLE PINK-OTHER