

Purchasing Department  
 2602 S Belt Line Road  
 Grand Prairie, TX 75052  
 972-237-5516 office  
 972-237-5433 fax

# REQUEST FOR PURCHASE ORDER



DATE	
PRINCIPAL APPROVAL	

Submitted Date:

Ordered Date:

Requisition #

Requester's Name	<hr/>		
Organization	<hr/>		
Vendor Name	<hr/>		
Vendor Address	<hr/>		
Vendor Phone # / Fax #	<hr/>		
GPISD 5 PLAY	<input style="width: 100%;" type="text"/>	DIP	<input style="width: 100%;" type="text"/>
		CIP	<input style="width: 100%;" type="text"/>
Intent/Purpose for Purchase	<hr/>		
Budget Code #	<hr/>		
Notes	<hr/>		

QTY	UNIT COST	ITEM	DESCRIPTION	TOTAL COST	PAGE#
Grand Total					

