

Purchase Order Request

Western Texas College
 6200 College Avenue
 Snyder, TX 79549
 (325) 573-8511
 Fax: (325) 573-9321

To:	Special Instructions:
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PEID #	REQUESTED BY	APPROX BAL IN ACCT	DATE OF REQUEST

ACCOUNT NUMBERS	\$ AMOUNT OR %

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
SHIPPING & HANDLING			
SUBTOTAL			
TOTAL DUE			

 HEAD OF DEPARTMENT

 APPROVED BY BUSINESS OFFICE

P. R. Number: _____

P. O. Number: _____