PURCHASE REQUISITION & ORDER FORM

Valley Center Chamber of Commerce
27525 Valley Center Road Ste. A,
Valley Center, CA 92082
Phone: (760) 749-8472
Fax: (760) 749-8483

Executive Office Use:

Date Received: _____/_____

*Date Completed :*_____/_____

To: Board of Directors Date: _____ **Purchase Order #** _____

Requested By: _____ Required Delivery Date: _____

Deliver To: _____ To Be Used For: _____

Name and Address of Vendor(s)

_____

_____

_____

Phone: _____

Fax: _____

Deliver To: Valley Center Chamber of Commerce

27525 Valley Center Road Ste. A

Valley Center, CA 92082

Phone: 760-749-8472

Fax: 760-749-8483

Quantity	Unit	Description	Unit Price	Total

Expense Account : _____

Approved By: _____/ Treasurer

_____/ Board Officer

_____/ Board Officer

Subtotal	
Sales Tax	
Shipping	
Total	

THIS REQUEST FORM BECOMES YOUR ORDER FORM ONCE IT HAS BEEN APPROVED. IT WILL BE COPIED & ROUTED BACK TO YOU FOR YOUR RECORDS.