**Outside Vendor Order Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | | **Fund Center (10 digits)** | | 1016 | | | | |
| **School Name:** | | **Fund (10 digits)** | |  | | | | |
| **School Org #:** | | **Internal Order Number (12 digits)** | |  | | | | |
| **Vendor Name:** | | **Functional Area (16 digits)** | | PS | | | | |
| **Vendor #:** | | **GL Account/Commitment Item (10 digits)** | |  | | | | |
| **BRIEF SUMMARY OF WHY THE PURCHASE IS NEEDED** | |  | | | | | | |
| **Item No.** | **Description of Item** | | **NIGP Code** | | **Qty.** | **Unit** | **Cost** | **Total** |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
|  |  | |  | |  |  |  |  |
| **Subtotal** | | | | | | | |  |
| **Freight charge for order as quoted by the vendor** | | | | | | | |  |
| **Grand Total** | | | | | | | |  |

|  |  |  |
| --- | --- | --- |
| **Requested by:** | **Phone #** | **Principal Name:** |

**Office Use:**

Shopping Cart # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P.O. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GR# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Revised 4/19/2021***