**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** |
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| **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***