



WENATCHEE VALLEY COLLEGE

1300 Fifth Street
Wenatchee, WA 98801

Date:

PURCHASING

purchasing@wvc.edu
509-682-6502

Requisition will be returned if budget code information is incomplete.

PO:

End User

EMPLOYEE

STUDENTS

I.T. State Purpose Code - choose one:

N

X

Y

Chart String:	Fund	Class	Dept	Account #	APPR	Project	Activity	NOTES
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Item No.	DESCRIPTION	Quantity	Unit Price	Amount
SHIP TO:			Subtotal:	
			Shipping:	
			Tax:	
			Grand Total:	

SUGGESTED VENDORS: Include known address and contact information.

VENDOR NAME

VENDOR ADDRESS

VENDOR CONTACT

VENDOR EMAIL

VENDOR WEBSITE

OTHER INFO

APPROVAL ROUTE:

DATE

Person making request:

Approved: (Dean or Director)

Vice President:

Approved by President (If Required):

Business Office Verification:

PAID WITH:

CREDIT CARD, or

PURCHASE ORDER