



HURON CADET SQUADRON PURCHASE ORDER REQUEST FORM

The following information is submitted for the creation of a purchase order. Complete one request per vendor.

Date:

Request Number:

Vendor Name:	
Vendor Address:	Vendor Phone Number:

Enter Items:

Quantity	Unit	Catalog Number	Description	Unit Cost
Total:				
Requestor name:			Commander Signature:	

If the above vendor requires a check to be sent, attach an invoice. HCS Form 87B can be used if vendor does not provide an invoice.