

# Purchase Order Request Form



**Discover**  
**Melody**

P/O #: (Admin Only) \_\_\_\_\_

Date: \_\_\_\_\_

Vendor	Description	Quantity	Unit Price	Price

Payment Method: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Manager Signature: \_\_\_\_\_