

## Request for Special Procedures for Purchase Orders

**NOTE:** Complete all \* fields and any other that apply to the action you are requesting.

\* Date \_\_\_\_\_

\* Requestors Initials \_\_\_\_\_

\* Agents Name \_\_\_\_\_

\* Purchase Order Number \_\_\_\_\_

\* Purchase Order Date \_\_\_\_\_

UDDS \_\_\_\_\_

Vendor Name \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Order Type \_\_\_\_\_ Regular \_\_\_\_\_ Blanket \_\_\_\_\_ Contract \_\_\_\_\_ Cancellation

\_\_\_\_\_ Cash With \_\_\_\_\_ Confirming \_\_\_\_\_ Change ASSO-type \_\_\_\_\_

### **Requested Action**

\_\_\_\_\_ Send/Fax to Vendor

\_\_\_\_\_ Pull Copy(ies) and give to \_\_\_\_\_

\_\_\_\_\_ Vendor \_\_\_\_\_ Voucher \_\_\_\_\_ Audit \_\_\_\_\_ Department \_\_\_\_\_ AA Status \_\_\_\_\_ All

\_\_\_\_\_ Send/Fax to Department

\_\_\_\_\_ Call \_\_\_\_\_ for pick-up of Purchase Order.

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_