SAUK VALLEY COMMUNITY COLLEGE
PURCHASE ORDER

ATTN: ACCOUNTS PAYABLE
173 ILLINOIS ROUTE 2
DIXON IL 61021

Phone(815)288-5511 **Fax(815)-288-2038**

Suggested Vendor: _____

Address: _____

Order for Department: _____EXT:_____

Date: _____ **Purchase Order#:**_____

Qty	Description (Model, Publisher, etc.)	Unit Price	Total Price
		TOTAL	

Special Instructions: _____
_____
_____

Budget to be charged: _____

Requested by: _____ Approved by: _____
Department Head

Approved by: _____ Approval to purchase:_____
(Over $1000.00) **Business Office**