

					<b>PROJECT</b>

**Manufactured or Assembled by:**

<b>DEPARTMENT NAME</b>	<b>PHYSICAL PLANT</b>	<b>OTHER (SPECIFY)</b>

**Contact Information:**

<b>CONTACT NAME (TYPED)</b>	<b>CONTACT PHONE NUMBER</b>	<b>CONTACT MAIL POINT</b>

**Accountable Officer Authorization:**

ACCOUNTABLE OFFICER NAME (Print or Type)

DATE

ACCOUNTABLE OFFICER SIGNATURE

PO#	DESCRIPTION OF EXPENSE ITEM	ACQ DATE	ACQ COST	EXPENSE ACCT	QTY

			<b>TOTAL COST</b>		