NEW RIVER™
Community and Technical College

Date:		PO#:	(Assigned by Director of Purchasing)
Vendor:	Chapman Printing & Ryder Engraving	FEIN#:	
Address:		Phone #:	
		Fax #:	

PURCHASE REQUEST FORM

All orders that exceed $1,000 must have prior approval by the VP for Finance and Administration.

Quantity	Description	Unit Cost	Total Cost	Fund	Org	Account
1	Business cards	$57.00	$57.00			
1	Name badge	$13.00	$13.00			
	Please return finance approved copy to:					
	Office of Communications					
		TOTAL	$70.00			

Department: _____ Department Approval: _____

Prepared by: _____ Major Admin. Approval: _____

VP for Finance Approval: _____

Payment Method: Central Office [ ] P-Card [X]