

VENTURA COUNTY COMMUNITY
COLLEGE DISTRICT

REQUISITION
R 0188635

- CHECK REQUEST
 DATE CHECK NEEDED
 PO REQUEST

DELIVERY INSTRUCTIONS:

- MAIL CHECK/PURCHASE ORDER
 RETURN CHECK/PURCHASE ORDER TO DEPT.

Purchase Order
Sample

Vendor Code: _____
Special T's
2908 Cochran Street
Simi Valley, CA 93065
Phone/Fax: (805) 522-7536

Requisition Date: September 25, 2014
Order Delivery Date: October 5, 2014
Requested By: Sharon Miller
Phone ext.: 4976 Bldg./Room #: CC 153

DOCUMENT TEXT

Purchase order for emblematic polo shirts w/AS logo & embroidery
for the Associated Students Board of Directors

| COMMODITY DESCRIPTION and ITEM TEXT | QUANTITY | UNIT | UNIT PRICE | TOTAL |
|--|----------|------|------------|-----------|
| 25 Dark Royal Polo Shirts/style 054/w AS logo: | 25 | | \$14.99 | \$528.62 |
| 8 small size | | | | |
| 8 medium size | | | | |
| 8 large size | | | | |
| 1 extra large size | | | | |
| 1 double extra large size | 1 | | \$16.99 | |
| 10 pieces embroidery with name & title | 10 | | \$6/ea. | \$60.00 |
| 1 - set-up fee | 1 | | \$40. | \$40.00 |
| sales tax @ 7.5% | | | \$36.88 | \$36.88 |
| GRAND TOTAL OF P.O. | | | | \$ 528.62 |

(PLEASE see attached copy of estimate from vendor)

| BANNER INVOICE # | INITIALS | REQUISITION ENTERED ON | INITIALS | COMMENTS |
|------------------|----------|------------------------|----------|----------|
|------------------|----------|------------------------|----------|----------|

Requisitioner: Sharon Miller DATE: 9-25-2014 DIVISION / DEPT. MGR. _____ DATE _____

Authorized Signature: [Signature] DATE: 9-25-14 AUTHORIZED SIGNATURE _____ DATE _____

| FUND | ORG | ACCT | PROG | OR | INDEX | % OR AMT. |
|----------------|---------------|-------------|-----------------|----|-------|-----------|
| 7 1 1 (3 OR 4) | 1 3 0 0 1 (5) | 4 8 0 0 (4) | 6 9 6 0 0 0 (6) | | | |
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