

PURCHASE ORDER REQUEST

- Complete form in its entirety
- Submit form to Executive Management (HR Director, Operations Manager, Senior Accountant)
- Once approved provide copy to Accounting (email: accounting@valleyrad.com or Fax: 760 585 9679)
- Without prior approval reimbursement is not guaranteed

Date:

Requestors Name

Location

Vendor

Description of Expense

Amount

Requestor's Signature

Management Approval Signature

Management Name
