

PURCHASE ORDER # _____
(for Purchasing use only)

REQUISITION ATTACHMENT FORM

This form **must** accompany all attachments

BUSINESS UNIT (circle one): USMPO USMGC USMPP

REQUISITION # _____

ATTACHMENTS (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> QUOTE(S) | <input type="checkbox"/> COPY OF ADVERTISING/PRINTING |
| <input type="checkbox"/> INVOICE(S) | <input type="checkbox"/> PROOFREADING/GRAPHICS REVIEW |
| <input type="checkbox"/> SPECIFICATIONS | <input type="checkbox"/> W-9 FORM |
| <input type="checkbox"/> ORDER FORM | <input type="checkbox"/> VENDOR REGISTRATION FORM |
| <input type="checkbox"/> CONTRACT | <input type="checkbox"/> PERSONAL SERVICES AGREEMENT |
| <input type="checkbox"/> SOLE SOURCE FORM | <input type="checkbox"/> GOODS RCVD/SVCS RNDRD LETTER |
| <input type="checkbox"/> OTHER | <input type="checkbox"/> SIGNATURE SHEET (if multiple signatures required -
attach copy of requisition with all relevant signatures) |

DEPARTMENT CONTACT

NAME _____ PHONE _____