THE TENNESSEE ASSEMBLY

INSTRUCTIONS:

1. Fill out form completely with purchase requests
2. Submit to the Budget Committee for approval

PURCHASE ORDER REQUEST

DATE

COMMITTEE	CHAIR NAME	CHAIR EMAIL	CHAIR PHONE

QTY	ITEM#	DESCRIPTION	PRICE PER UNIT	DISCOUNT	TOTAL

Approved by Budget Committee on _____

Budget Secretary _____

This purchase was approved for funding by GA vote.

GA Secretary _____

SUBTOTAL		
SALES TAX		
TOTAL		