**INFORMATION REQUIRED FOR PURCHASE ORDER (PO) REQUEST**

***Project Title:*** Click or tap here to enter text.

***Project ID:***  Click or tap here to enter text.

***Building Number:*** Click or tap here to enter text.

***Contract Number:*** Click or tap here to enter text.

***Contract Name:*** Click or tap here to enter text.

***Dept ID / FFS Number:*** Click or tap here to enter text.

***Funny Word:*** Click or tap here to enter text.

***Start Date:*** Click or tap here to enter text.

***End Date:*** Click or tap here to enter text.

***Maximum Amount:*** $Click or tap here to enter text.

Name and address that the invoice is to be mailed to:

***Department:*** Click or tap here to enter text.

***Attention:*** Click or tap here to enter text.

***Street Address:*** Click or tap here to enter text.

***City/Town:*** Click or tap here to enter text.

***State:*** Click or tap here to enter text.

***ZIP:*** Click or tap here to enter text.

***Scope of Work***

Contractor shall provide all labor, materials and equipment necessary to satisfactorily complete the Click or tap here to enter text.

The work consists of, but not limited to, Click or tap here to enter text.

Including, but not limited to, the following major components: Click or tap here to enter text.