

Multi-Year Purchase Order Request Form

(To request reopening a PO in the next fiscal year.

Upload completed form to Xtender:
Purchasing - Requisitions Only queue

Applies to current fiscal year approved POs only, and a new PO number will be assigned.)

NOTE: ALL CONTRACTS MUST BE RENEWED AND APPROVED BY PURCHASING AND CONTRACTS STAFF.

Requesting Department: _____ Authorized FOAP Signature: _____

Requestor (DEPT COPY of PO to /or ORDERED BY): _____ Phone: _____

[illegible]