



Phone: 262-367-0800
Tax Exempt #: 008-1027238453-02

PRE-PURCHASE APROVAL FORM

Sale tax will not be reimbursed

Person requesting: _____

Date: _____

Email: _____

Phone: _____

Team Lead Approval: _____

Payment options:

___ Invoiced attached or will come in mail

___ Visa ___ Master

Purchasing from:

Ministry:			Department Number:		
Qty.	Item No.	Description	Acct. No.	Unit Price	Amount
				TOTAL	