Reach Dane
2096 RED ARROW TRAIL
FITCHBURG, WI 53711
PHONE: (608) 275-6740
TAX EXEMPT #: ES10156, TAX ID #: 39-1418945

PURCHASE ORDER INFORMATION	
Issued By	
Date Issued	
Purchase Order # *NOT VALID WITHOUT APPROVED NUMBER*	

* ***SECTION MUST BE COMPLETED/SIGNED***

REQUEST TO PURCHASE

* **Vendor / Supplier**	Phone #	Page ____ of ____
* **Street Address**	* **Select Method of Purchase:** ☐ Purchase Order ☐ Check ☐ Store Purchasing Card	☐ On-Going PO ☐ Credit Card *(authorized purchasers only)*
* **City/State/Zip**		

GRANT	DEPT	LOC	GL ACCT #	ITEM DESCRIPTION	CATALOG #	UNIT COST	QTY	TOTAL COST	RECVD	REQUESTED BY
				Shipping and handling charges (if applicable)						
						Total Cost:				

* Staff Requesting	Date	**Order Placement Information**	
		Date Ordered:	
* Department Approval	Date	Ordered By:	
		Confirmation #:	
* Executive/Finance Director Approval (if required)	Date	Expected Delivery Date:	

***PRICE COMPARISONS ARE REQUIRED. REQUESTS WILL NOT BE PROCESSED WITHOUT PRICE QUOTES.**
***PLEASE CHECK ONE AND ATTACH PRICE QUOTES.**

☐ PRICE ☐ QUALITY ☐ SERVICE ☐ SOLE VENDOR ☐ DISCOUNT ☐ MINORITY/WOMEN OWNED ☐ OTHER

NOTES:

SPECIAL DELIVERY INSTRUCTIONS:

☐ PLEASE GIVE TO ADMIN TO ORDER