



Hutchinson County

P.O. Box 850 Stinnett, Texas 79083 (806) 878-4015
Lesha Krieg, County Auditor

PURCHASE ORDER REQUEST

VENDOR INFORMATION:

Complete Name: _____

Address: _____

City, State, Zip _____

Phone # _____

SHIPPING INFORMATION:

Department Name: _____

Address: _____

City, State, Zip _____

Phone # _____

Purpose of this purchase:

LINE ITEM CODE	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
TOTAL				

MULTIPLE QUOTES/BIDS OBTAINED:

NOT REQUIRED	\$1,000-\$5,000	YES	NO
PREFERRED	\$5,001-\$10,000		
REQUIRED	\$10,001-\$50,000		

QUOTE/BID INFO: PLEASE INCLUDE VENDOR NAME & PRICE OF QUOTES/BIDS NOT CHOSEN. PLEASE SPECIFY ANY REASON WHY MULTIPLE QUOTES/BIDS WERE NOT OBTAINED.

ATTACH ADDITIONAL PAGE IF MORE SPACE IS NEEDED.

PURCHASES OVER \$10,001 - PLEASE ATTACH ALL QUOTES OBTAINED.

APPROVED BY: _____ DATE: _____

All purchases over \$1,000 MUST have a PO. Exceptions may be made for service base purchases if estimating the cost is not possible.