

# Purchase Order Attachment Request

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Procurement Department

## Purpose

Use this form when you have an attachment that must be mailed or faxed along with a purpose order.

## Instructions

Complete and forward this form along with the original and one (1) copy of the attachment to the procurement department. Your purchase order will stay in a "Hold" file until your attachment is received.

Attachment for RPO # \_\_\_\_\_

Vendor name \_\_\_\_\_

\_\_\_\_\_  
Requested by

\_\_\_\_\_  
Date

