



NEW COLLEGE FRANKLIN  
PURCHASE ORDER

Franklin, Tennessee  
www.newcollegefranklin.org

Vendor/Place of Purchase: \_\_\_\_\_

Comments/Special Instructions:

Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Department to be Charged: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Description	Unit Price	Quantity	Line Total
		Subtotal:	
		Sales Tax:	
		Total:	

Select One:

- If approved, I will order the item and request that an invoice be sent to the College.
- If approved, I am asking that the College purchase the item(s):  
Who will be responsible for purchasing: \_\_\_\_\_  
Signature of person accepting responsibility to purchase: \_\_\_\_\_
- If approved, I will personally purchase the item(s) but will need to be reimbursed.
- I have already purchased the item(s) and, if approved, I am asking for a reimbursement.

Approval:  
(Authorized Signature):

Item Purchased

Method:  
Date:

Payment Made: