PURCHASE ORDER # ____________________________
(for Purchasing use only)

REQUISITION ATTACHMENT FORM
This form **must** accompany all attachments

BUSINESS UNIT (circle one): USMPO USMGC USMPP

REQUISITION # ____________________________

**ATTACHMENTS** (check all that apply):

- [ ] QUOTE(S)
- [ ] COPY OF ADVERTISING/PRINTING
- [ ] INVOICE(S)
- [ ] PROOFREADING/GRAPHICS REVIEW
- [ ] SPECIFICATIONS
- [ ] W-9 FORM
- [ ] ORDER FORM
- [ ] VENDOR REGISTRATION FORM
- [ ] CONTRACT
- [ ] PERSONAL SERVICES AGREEMENT
- [ ] SOLE SOURCE FORM
- [ ] GOODS RCVD/SVCS RNDRD LETTER
- [ ] OTHER
- [ ] SIGNATURE SHEET (if multiple signatures required - attach copy of requisition with all relevant signatures)

DEPARTMENT CONTACT

NAME ________________________________ PHONE __________________________

Revised 01/06/2009