

*Office of Procurement Services & Accounts Payable*

**Date**: xx/xx/xxxx

**To**: John Fry, President

**From**: Julie Jones, Vice President & Chief Procurement Officer, Accounts Payable & Procurement Services

**RE: PO Requisition [Req Number] to [Supplier Name]** for an estimated $\_\_\_\_.

***Approved***,

[Department Head’s Name, Title, & Department]

***Approved***,

Julie Ann Jones, Vice President & Chief Procurement Officer, Accounts Payable & Procurement Services

***Approved***,

Helen Y. Bowman, Executive Vice President, Treasurer and Chief Operating Officer

***Approved***,

John A. Fry, President



*Office of Procurement Services & Accounts Payable*

**Summary:**

**Competitive Bidding Background:**

**Budget Status:**

**Cost Center:**

**Amount:**

**Department:**

**Contact:**

**Thank you.**