

**El Dorado County
Zone of Benefit Advisory Committee
Purchase Request Form**

All purchases need some kind of authorization in advance.

Purchase Orders are issued to the **supplier**.

These items require a contract.

Services

Room Rental

Rental of Equipment is not authorized.

Purchase Order Steps:

1. Complete the information below. Include the name of Zone Contact **who will pick up** the items, **and/or** the **delivery location** for items to be delivered, such as such as asphalt patch. You may be asked to provide a written quote from the vendor to accompany your purchase request.
2. Contact the County to obtain the purchase order number (e-mail is encouraged).
3. Give PO Number to the supplier or vendor when making purchase.
4. Include the PO number on the *original* invoice.
5. Vendor will send the *original* invoice to the County for payment.

| | |
|-------------------------------|-----------------------|
| Name of Supplier (Vendor): | |
| Address: | |
| Contact Name: | |
| Phone Number: | |
| Item(s) to be Purchased: | Dollar Amount (each): |
| | |
| | |
| | |
| Total: | |
| Purchase Order Number: | |