



REQUEST FOR VERBAL PURCHASE ORDER

Business Name _____ **Date** _____

DBA if different _____

Requestor's Name _____ **Dept.** _____

Billing Address
Street Address _____

City, State, Zip _____

A/P Contact _____ **A/P Phone#** _____
Purchasing Dept. Phone # () _____ **Fax ()** _____

Authorized Purchasers:

(Please print) _____

Best Call Computer Supply's Policies

- 1: At least one valid company purchase order must have been used and paid for previously by company prior to a verbal purchase order being accepted.**
- 2: Only Authorized Purchasers may use a verbal purchase order.**
- 3: All verbal purchase orders are subject to refusal by Best Call Computer Supply.**
- 4: This agreement will only be effective with the signed consent of the Purchasing Manager and the Accounts Payable Manager.**

Purchasing Manager _____ **Print Name** _____
Phone Number _____

Accounts Payable Manager _____ **Print Name** _____
Phone Number _____

By signing this agreement, I understand and agree to the policies set forth by Best Call Computer Supply, Inc.