



Open Purchase Order Request Form

Please complete this form and attach it as supporting documentation in your Workday requisition.

Vendor Name: _____

Purpose/Justification:

Please provide a brief explanation for the need for an open purchase order:

Acknowledgements:

By submitting this form, I acknowledge the following:

Goods and services purchased under this open PO will not exceed a value of \$1,000 per item.

I am responsible for monitoring the remaining balance of this PO and will request any necessary increases to cover upcoming invoices.

Financial Manager: _____

Date: _____