

PURCHASING INSTRUCTION

SCHEDULE DATE: _____

PART NUMBER: _____ DESCRIPTION (OPTIONAL) _____

USED ON: _____/_____/_____/_____
_____/_____/_____/_____
_____/_____/_____/_____
_____/_____/_____/_____

STOCK LEVEL _____ COMMENTS _____

MONTH	BUILD REQ.	SERV REQ	ON ORDER/P.O.	BALANCE	BUY QTY	BALANCE
_____	_____	_____	_____/_____	_____	_____	_____
_____	_____	_____	_____/_____	_____	_____	_____
_____	_____	_____	_____/_____	_____	_____	_____
_____	_____	_____	_____/_____	_____	_____	_____
_____	_____	_____	_____/_____	_____	_____	_____
_____	_____	_____	_____/_____	_____	_____	_____
				TOTAL	_____	

QUOTES: _____

QTY.

QUOTES: _____

QTY.

P.O. _____ PLACED WITH _____ VENDOR _____ DATE _____

SHIPPING INSTRUCTIONS: _____

COMMENTS: _____
