



TAPP CONTRACT# R0-00
PURCHASE REQUEST/RECEIVING DOCUMENTATION

Delivery/Coordinating Information:

| | | |
|--|--|---------------------------------|
| Date 6 / 30 / 2010 | Purchase Order # (For TWC Use Only) | |
| Delivery Contact Name Jack Jackson | Requester Contact Name (if different) Sally Brown | |
| Delivery Address (Include Room/Office Number) 123 Any Street | Delivery Contact Phone (123) 456-1234 | |
| City Anywhere | State Texas | Zip 12345 |
| Phone (123) 456-7890 | Fax (123) 456-0987 | E-mail email@email.email |

Quantity and Description of Items Being Requested (attach any estimates):

| QTY/UNIT | ITEM/ SERVICE DESCRIPTION | EST. COST | RECEIVED |
|----------|---|-----------|----------|
| 1 | Conference Space Rental (refer to Hotel Detail Sheet) | 1750.00 | / / |
| 1 | Speaker Fees (John Johnson) | 1000.00 | / / |
| 1 | Speaker Fees (Mary Martin) | 1000.00 | / / |
| 250 | Conference Handouts, per attached original | 1250.00 | / / |
| | | | / / |
| | | | / / |
| | | | / / |

**Example
Purchase Request
Initial Submission**

Preferred Vendor Information (complete if applicable): (Add additional vendors and alternate vendors on page 2)

| | | |
|--|---|---------------------------------|
| Vendor (include vendor ID number) Downtown Hotel (1234567890) | Vendor Contact and Phone Juan Martinez (123) 999-9999 ext 9 | |
| Vendor Address 123 Pecan Street | | |
| City Anywhere | State Texas | Zip 12345 |
| Phone (123) 999-9999 | Fax (123) 555-0000 | E-mail email@email.email |

| | | |
|---|--|---------------------------------|
| Vendor (include vendor ID number) John Johnson (SSN 123-45-6789) | Vendor Contact and Phone John Johnson (123) 888-8888 | |
| Vendor Address 123 Cedar Street | | |
| City Anywhere | State Texas | Zip 12345 |
| Phone (123) 888-8888 | Fax (123) 888-0000 | E-mail email@email.email |

| | | |
|--|---|---------------------------------|
| Vendor (include vendor ID number) Mary Martin (SSN 987-65-4321) | Vendor Contact and Phone Mary Martin (123) 777-7777 | |
| Vendor Address 123 Maple Street | | |
| City Anywhere | State Texas | Zip 12345 |
| Phone (123) 777-7777 | Fax (123) 777-0000 | E-mail email@email.email |

Approval

Please note additional Preferred Vendor and Alternate Vendor information on Page 2.

| | |
|--|--------------------------|
| (MUST BE SAME AS SIGNATURE ON TAPP) | |
| <i>Signature as it appears on TAPP</i> | Date: 6 / 30 / 10 |

Preferred Vendor Information, continued (complete if applicable):

| | | | |
|--|---------------------------|---|------------------|
| Vendor (include vendor ID number) Kinko's Copies (0987654321) | | Vendor Contact and Phone Paige Printer (123) 444-4440 | |
| Vendor Address 123 Oak Street | | | |
| City Anywhere | State Texas | | Zip 12345 |
| Phone (123) 444-4444 | Fax (123) 444-0000 | E-mail email@email.email | |

| | | | |
|-----------------------------------|-------|--------------------------|-----|
| Vendor (include vendor ID number) | | Vendor Contact and Phone | |
| Vendor Address | | | |
| City | State | | Zip |
| Phone | Fax | E-mail | |

| | | | |
|-----------------------------------|-------|--------------------------|-----|
| Vendor (include vendor ID number) | | Vendor Contact and Phone | |
| Vendor Address | | | |
| City | State | | Zip |
| Phone | Fax | E-mail | |

Alternate Vendor Information (complete if applicable):

| | | | |
|--|---------------------------|---|------------------|
| Vendor (include vendor ID number) Ginny's Copies (1122334455) | | Vendor Contact and Phone Brenda Meyers (123) 333-3333 | |
| Vendor Address 123 Poplar Street | | | |
| City Anywhere | State Texas | | Zip 12345 |
| Phone (123) 333-3333 | Fax (123) 333-0000 | E-mail email@email.email | |

| | | | |
|--|---------------------------|--|------------------|
| Vendor (include vendor ID number) Uptown Hotel (1231231230) | | Vendor Contact and Phone Winfield McDowell | |
| Vendor Address 123 Magnolia Street | | | |
| City Anywhere | State Texas | | Zip 12345 |
| Phone (123) 222-2222 | Fax (123) 222-0000 | E-mail email@email.email | |

| | | | |
|-----------------------------------|-------|--------------------------|-----|
| Vendor (include vendor ID number) | | Vendor Contact and Phone | |
| Vendor Address | | | |
| City | State | | Zip |
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Preferred Vendor Information (complete if applicable): (Add additional vendors and alternate vendors on page 2)

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| Vendor (include vendor ID number) Mary Martin (SSN 987-65-4321) | Vendor Contact and Phone Mary Martin (123) 777-7777 | |
| Vendor Address 123 Maple Street | | |
| City Anywhere | State Texas | Zip 12345 |
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Example
Receiving Documentation
Receipt of One Line Item

Approval

| | |
|--|-------------------------|
| (MUST BE SAME AS SIGNATURE ON TAPP) | |
| <i>Signature as it appears on TAPP</i> | Date: 8 / 1 / 10 |



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Approval

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