



## ARIZONA *BUYWAYS*

### PURCHASE ORDER DOCUMENTATION REQUEST FORM

Copies of Requisitions and Purchase Orders are maintained within the Arizona BuyWays E-Procurement system to be viewed by each user. If a department requires additional documentation on an invoice paid, they may fax a Documentation Request Form to 621-1245.

#### Departmental Information

Department Name: \_\_\_\_\_

Person Requesting Documentation: \_\_\_\_\_

Your fax Number: \_\_\_\_\_ Your Phone Number: \_\_\_\_\_

#### AZBW Purchase Order

Purchase Order Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

For Official Use Only:

Faxed on: \_\_\_\_\_ By: \_\_\_\_\_