

## EXPENDITURE / CHECK REQUEST

*Not a Valid Purchase Order Without Inked Serial Number*

**BILL TO:**

SHIP TO:

**CUMBERLAND HEIGHTS**  
8283 River Road  
P.O. Box 90727  
Nashville, TN 37209  
615-352-1757

Request date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date needed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested by: \_\_\_\_\_

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

Department Manager: \_\_\_\_\_

(Signature required)

CHECK REQUIRED  
FOR PURCHASE?

Yes      No  
(Circle One)

## VENDOR INFORMATION

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

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Reason for expenditure or check: \_\_\_\_\_

NEW  
VENDOR?  
Yes      No  
(Circle One)

Quantity	Item# or I.D.	Description	Unit Price	Total
GRAND TOTAL				

Authorized by: \_\_\_\_\_

*Chief Financial Officer or designee required for purchases over \$250.00*

*Chief Executive Officer and Chief Financial Officer required over \$500.00*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sales Tax ID # 100250177    Fed Tax ID # 62-6050684    Dunn's # 03-810-8607

Vendor Copy = White; Business Office = Yellow