# Progress Marketing

# Purchase Requisition Form

**Your Name:** Louise Daubresse **Extension: x 4903 Date**: May 6, 2010

**Cost Center of Expense:** 4-151 **Purchase Account #:** GL Code: 56613, List Procurement/Maint, Budget Category: 5419

**Vendor:**

Enterprise Integration News

45 Harbor Oak Drive #25

Tiburon, CA 94920

Tom Donoghue – 415.516.2874

**Vendor number:**

**\*\*When will this expense hit the budget**?

Dec Jan Feb March April xMay June July Aug Sept Oct Nov

FY10 FY11

 Line Item/Service Description # of units Price/unit Line Total

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Email lists & distribution for May 25, 2010  |  |  |  |
|  | Webinar: BPM/Framework - Bloor |  |  |  |
|  |  |  |  |  |
|  | 3x Blast -- May 11, 18, 25125 Lead Guaranteed |  |  | $10,000 |
|  |  **Order TOTAL** |  |  | **$10,000** |
|  |  |  |  |  |

\*\* You MUST list any additional charges: **Shipping**, Screen Charges, Insurance, etc., or your request cannot be processed. List these charges in the spaces provided above as a separate item.

*Comments:* (please enter any comments relative to your order, i.e. Is this a prepay? Is this a rental?

|  |
| --- |
| If a subscription – how will it be invoiced? Monthly, Quarterly or in full? |
| This will be invoiced by list and should hit the budget in May 2010. |
|  |
|  |

PO history: Invoices received/Balance Do not write in this section

|  |
| --- |
| Requisition # |
| Approval: |
| PO# |
|  |
|  |
| Received date:  |