Bazilio Cobb Associates
VI Department of Education - Third Party Fiduciary

NOTE: *(1) Send a PDF copy of request to* ***USVI@BAZILIOCOBB.COM***
(2) Copy **anthony.thomas@sttj.k12.vi** on all purchase order re-send requests

PURCHASE ORDER (PO) RE-SEND REQUEST (Form AR17)

Requested by (VIDE):	
Date requested:	
Reason for PO re-send request:	
Purchase order #:	
Vendor contact name:	
Date of contact with vendor:	
Vendor telephone number:	
Vendor confirmed e-mail	

Completed by BCA

Completed by:	
Date completed:	
Original e-mail & date:	
Update PO Sent Tracking Log:	
Update vendor in MUNIS:	