

PURCHASE ORDER REQUISITION

EMJ CORPORATION
2034 HAMILTON PLACE BOULEVARD
SUITE 400
CHATTANOOGA, TENNESSEE 37421
TELEPHONE: (423) 855-1550
FACSIMILE: (423) 855-6857

Vendor No. _____

Check No. _____

Due Date _____

**EMJ
APPROVAL**

JOB SUPERVISOR _____

HOME OFFICE _____

Project Name: _____

Subcontract No.: _____

Requisition No.: _____ Date: _____

Subcontractor: _____

Address: _____

DATE: _____

PROJECT MGR _____

RETURNED _____

SUMMARY OF CONTRACT AND CHANGE ORDERS:

ORIGINAL SUBCONTRACT \$ _____

CHANGE ORDER NUMBER 1 _____

CHANGE ORDER NUMBER 2 _____

CHANGE ORDER NUMBER 3 _____

CHANGE ORDER NUMBER 4 _____

CHANGE ORDER NUMBER 5 _____

CHANGE ORDER NUMBER 6 _____

TOTAL REVISED SUBCONTRACT _____

AMOUNT COMPLETED _____

LESS 10% RETAINAGE* _____

LESS PREVIOUS PAYMENTS _____

AMOUNT OF CURRENT REQUISITION (invoices attached) \$ _____

\$ _____ Discount if Paid by _____

NOTE: This requisition must be correctly completed, with your invoices attached, and received in the Home Office by the date noted on your purchase order or it will not be considered until the following month.

Screened out portion to be completed by EMJ Corporation personnel only.

*As required by contract.

CHANGE ORDERS:

CHANGE ORDER NUMBER 1 \$ _____

CHANGE ORDER NUMBER 2 \$ _____

CHANGE ORDER NUMBER 3 \$ _____

CHANGE ORDER NUMBER 4 \$ _____

CHANGE ORDER NUMBER 5 \$ _____

CHANGE ORDER NUMBER 6 \$ _____

CHANGE ORDER NUMBER 7 \$ _____

CHANGE ORDER NUMBER 8 \$ _____

CHANGE ORDER NUMBER 9 \$ _____

CHANGE ORDER NUMBER 10 \$ _____

CHANGE ORDER NUMBER 10 \$ _____

CHANGE ORDER NUMBER 11 \$ _____

CHANGE ORDER NUMBER 12 \$ _____

CHANGE ORDER NUMBER 13 \$ _____

CHANGE ORDER NUMBER 14 \$ _____

CHANGE ORDER NUMBER 15 \$ _____

CHANGE ORDER NUMBER 16 \$ _____

CHANGE ORDER NUMBER 17 \$ _____

CHANGE ORDER NUMBER 18 \$ _____

CHANGE ORDER NUMBER 19 \$ _____

CHANGE ORDER NUMBER 20 \$ _____

TOTAL CHANGE ORDERS \$ _____