

PURCHASE ORDER REQUISITION

EMJ CORPORATION
5525 NORTH MACARTHUR BOULEVARD
SUITE 400
IRVING, TX 75038
TELEPHONE: (972) 580-1210
FACSIMILE: (972) 580-8202

Project Name: _____

Subcontract No.: _____

Requisition No.: _____ Date: _____

Subcontractor: _____

Address: _____

Vendor No. _____
Check No. _____
Due Date _____ EMJ APPROVAL
JOB SUPERVISOR _____
HOME OFFICE _____
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 \$ _____