



EMJ CONSTRUCTION

# PURCHASE ORDER REQUISITION

5525 NORTH MACARTHUR BLVD.  
SUITE 400  
IRVING, TX 75038  
972.580.1210

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

Subcontract No.: \_\_\_\_\_

Requisition No.: \_\_\_\_\_ Date: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

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

\_\_\_\_\_

Vendor No.
Check No.
Due Date
<b>EMJ APPROVAL</b>
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 7	\$ _____
CHANGE ORDER NUMBER 8	\$ _____
CHANGE ORDER NUMBER 9	\$ _____
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	\$ _____
CHANGE ORDER NUMBER 21	\$ _____
CHANGE ORDER NUMBER 22	\$ _____
CHANGE ORDER NUMBER 23	\$ _____
CHANGE ORDER NUMBER 24	\$ _____
CHANGE ORDER NUMBER 25	\$ _____
CHANGE ORDER NUMBER 26	\$ _____
TOTAL CHANGE ORDERS	\$ _____