DIVISION OF RURAL SERVICES

PURCHASE ORDER REQUEST/CHANGE FORM

Please check one of the following to indicate if you would like a purchase order for a new contractor/vendor, or need to change an existing purchase order:

◯ PURCHASE ORDER REQUEST *(New Contractor/Vendor)* **OR** ◯ CHANGE NOTICE REQUEST *(Existing Purchase Order)*

Service Area: _____

Contractor/Vendor: _____

Purpose: _____

Total Amount of this Purchase Order/Change Notice	$

_____ _____

Commissioner Signature Date

Rural Services will review the request, obtain proof of insurance, business license and/or Contractor's license from Contractor, then process the Purchase Order.

WORK CAN BEGIN **AFTER** CONTRACTOR RECEIVES PURCHASE ORDER

Submit form to FNSB Rural Services Division:

Deliver: 520 5th Ave., First Floor, Suite D

Mail: PO Box 71267, Fairbanks, AK 99707

Fax: 907-459-1499

Email: ruralservices@fnsb.us

date received

(office use only)