



Fairbanks North Star Borough

DEPARTMENT OF PUBLIC WORKS
Rural Services Division

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)

PO#: _____

Service Area: _____

Contractor/Vendor: _____

Purpose: _____

| | |
|--|----|
| Total Amount of this Purchase Order/Change Notice | \$ |
|--|----|

| | | |
|-------|-----------|-------|
| _____ | _____ | _____ |
| Name | 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: **Rural_Services@fnsb.gov**

| |
|---------------|
| date received |
|---------------|

(office use only)