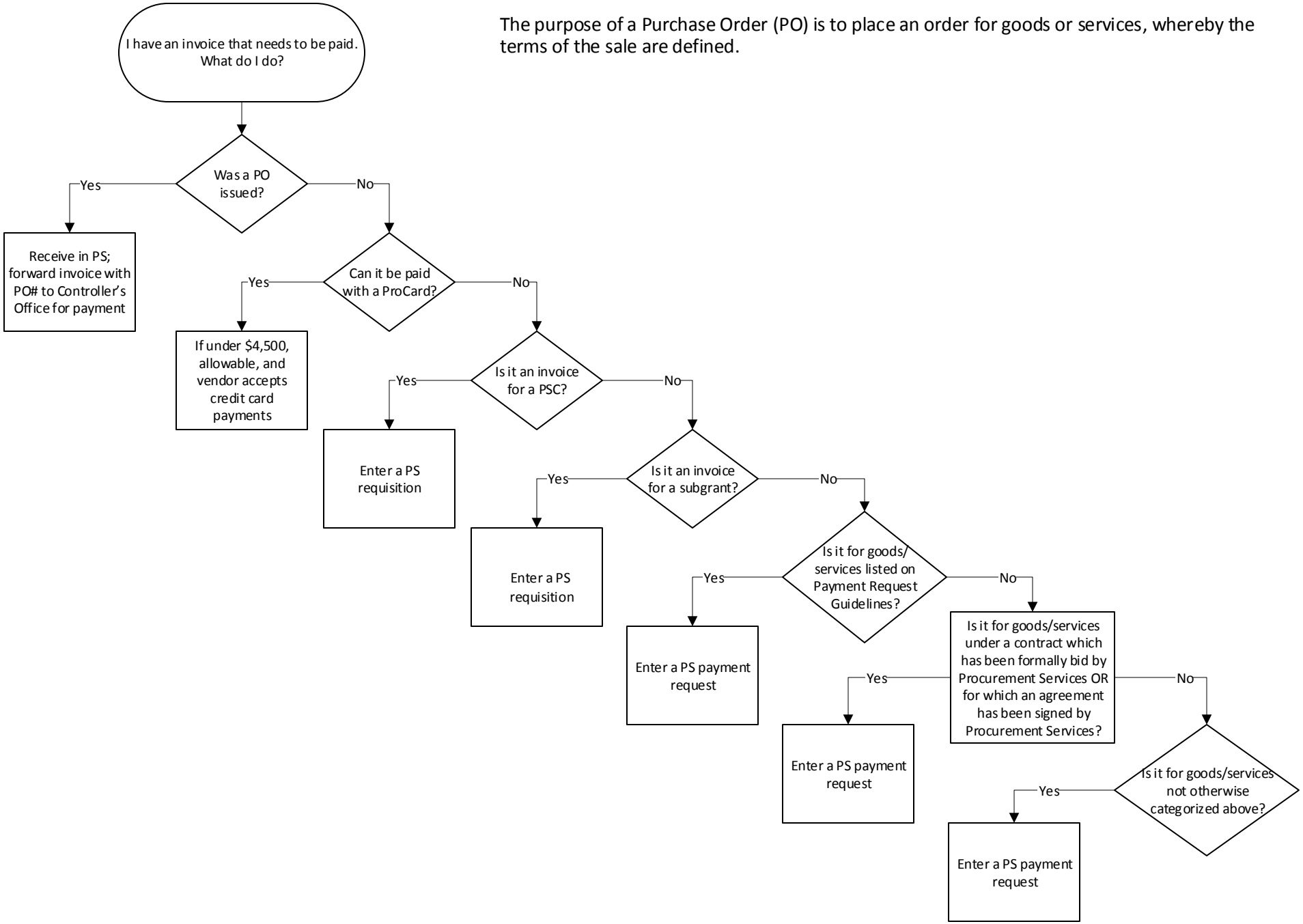
PO REQUISITION VERSUS PAYMENT REQUEST

The purpose of a Purchase Order (PO) is to place an order for goods or services, whereby the terms of the sale are defined.