

CEC Purchase Orders- Email Guidance Template

If you are unable to submit a purchase order using [this recommended form](#) and need to send via email, please copy/paste the following text in your email and complete the information, along with the PO attachment and supporting documents.

- Product Type (**Membership, Professional Development, LCE, Conference, or Publication**):
- Agency or Organizational Name and Billing Address:
- Billing Contact Name and Address:
- Purchase Order Number:
- Date of Issuance:
- Approved Amount:
- Attached completed form (See step #1 [here](#))
- Attached Purchase Order and other supporting documents

Please note: We must receive the full purchase order document to process your request. (We are unable to accept Requisition Requests.)