

**PURCHASE ORDER REQUEST
GENERAL FUND**

Please provide the following information:

PO Request No. _____

Vendor Name _____

Address _____

PTSA Grant

Dept. Budget Name _____

Fax # _____

Phone # _____

Person Ordering Items _____

Items to be ordered, including the following information:

Quantity	Catalogue/Cart #	Description	Price/Item	Total

SPECIAL INSTRUCTIONS:

Sub-Total _____

Account Code: 0127330018

Shipping _____

Sub-Total _____

Signature of Department Head

Sales Tax @ 9.9% _____

Department Head

Grand Total _____

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Signature of Department Head _____

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Grand Total _____

Department Head _____

* Must include all shipping, installation, service fee and 9.9% sales tax even if it isn't on the quote or invoice.