

PURCHASE ORDER REQUEST

GENERAL FUND

Please provide the following information:

Vendor Name _____

Address _____

Fax # _____

Phone # _____

PO Request No. _____

PTSA Grant

Dept. Budget Name

Person Ordering Items

Items to be ordered, including the following information:				
Quantity	Catalogue/Cart #	Description	Price/Item	Total

SPECIAL INSTRUCTIONS:

Account code: 0127330018

Department
Head

Signature of Department Head

Sub-Total _____

Shipping _____

Sub-Total _____

Sales Tax @ 10.5% _____

Grand Total _____