



2009 – 2010

**BUSINESS OFFICE
PURCHASE ORDER REQUEST FORM**

This form is used to request a purchase order. Purchase orders should be requested when ordering supplies, equipment, etc. Blanket purchase orders are available for ongoing purchases. Vendor order forms can be used and attached to this form. Please call the business office at 920.563.7800 if you have any questions.

REQUESTED BY: _____ **DATE:** _____
(Staff Member)

_____ (Building / Site) _____ (Grade, Department, Program)

VENDOR: _____ **TELEPHONE #:** _____
(Name of Company)
_____ **TOLL FREE #:** _____
(Address)
_____ **FAX #:** _____
(City, State, Zip)

| QTY. | CATALOG # | ITEM & DESCRIPTION | UNIT PRICE | TOTAL COST |
|------|-----------|--------------------|------------|------------|
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[] Check here if additional items are ordered on additional sheets.

| | | |
|--|---|--|
| | Total | |
| | + Total From Back of Sheet | |
| | + Shipping And Handling (if unknown, use 10%) | |
| | = GRAND TOTAL | |

ACCOUNT CODES: _____ - _____ - _____ - _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

_____ - _____ - _____ - _____ = _____
(Fund) (Location) (Object) (Function) (Project) (Amount)

SUPERVISOR'S APPROVAL: _____ **DATE:** _____

BUSINESS MANAGER'S APPROVAL: _____ **DATE:** _____

*Vendors: Please note that items contained in this order are for the school year that begins in the fall of 2009. The school district's fiscal year begins July 1, 2009 and payment will be made after the fiscal year commences. Please contact the business office at 920.563.7800 with questions.
 (Revised February 2009) Form ID: PO

