

# SUMMERVILLE UNION HIGH SCHOOL DISTRICT REQUEST FOR DISTRICT PURCHASE ORDER

**FIRM'S NAME:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

\_\_\_\_\_ **Print Teacher Name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Account to be charged:** \_\_\_\_\_

Quantity	Item Number and Description	Unit Price	Total Price
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Please explain below the purpose of this order:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Check 1 Box Below:**

- Business Office to Place Order
- I will Place the Order Myself

Sub Total	\$
Sales Tax	\$
Shipping	\$
<b>Order Total</b>	<b>\$</b>

**Employee's Signature:** \_\_\_\_\_

**Approved by Supervisor:** \_\_\_\_\_

**Approved by District Superintendent:** \_\_\_\_\_

**Purchase Order Number:** \_\_\_\_\_ **Date Processed:** \_\_\_\_\_