

# SUMMERVILLE UNION HIGH SCHOOL DISTRICT REQUEST FOR STUDENT BODY PURCHASE ORDER

FIRM'S NAME: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Date Needed: \_\_\_\_\_

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

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	\$
Order Total	\$

Purchase Order #: \_\_\_\_\_

\_\_\_\_\_  
Certificated Advisor Signature

Print Coach/Teacher Name: \_\_\_\_\_

\_\_\_\_\_  
Student Officer Signature

Student Body Acct. #: \_\_\_\_\_

\_\_\_\_\_  
Athletic Director Signature

Student Body Acct. Name: \_\_\_\_\_

\_\_\_\_\_  
Superintendent/Principal Signature