



SUMMERVILLE UHSD REQUISITION

Summerville Union High School District – 1755 Tuolumne Road, Tuolumne, CA 95370

Purchase Order Direct Purchase

Date Requested

Description/Rational

This is NOT a Purchase Order. WHEN APPROVED, a Purchase Order can be issued. Requisition must be completed and routed to Department Head and/or Supervisor for approval. Approved Requisitions must be routed to the District Business Office for Purchase Order Processing. Purchases are not authorized without prior approval. Purchase Orders are required for ALL purchases.

| Quantity | Item Number | Complete Description | Unit Price | Total Price |
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Subtotal

Tax Rate

(7.25% unless otherwise indicated, 0 for No Tax)

Estimated Shipping

(If unknown, use 10% of subtotal)

Estimated Grand Total

Employee Requesting Purchase

Department

ASB* Advisor/Ath Dir Approval _____ Date

Principal/Supervisor Approval _____ Date

CBO/Superintendent Approval _____ Date

ASB* Student Officer Approval: _____

To be purchased from:

Requisition Notes:

Upon receipt of approved requisition:

Option A

Requestor to order/purchase:

- on an established account
- request reimbursement
- other, see Notes

Option B

Business office to:

- issue PO to be faxed/mailed/emailed
- place order online
- order with a credit card - No PO's accepted

Notes: _____

Name of Vendor

Contact

Mailing Address

City/State/Zip

Telephone

FAX

Email Address

Related Website

Fund - Resource - Yr- Obj - Sub Obj- Goal - Function - Dist Def - Location

DISTRICT _____

ASB Acct #: _____

Budget Number xx - xxxx - x - xxxx - xx - xxxx - xxxx - xxxx - xxx

Prior Bal.

New Bal.

District-assigned PO# _____

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