REQUEST FOR PURCHASE ORDER

Altus Public School #I-18
219 North Lee • P.O. Box 558
Altus, Oklahoma 73521-0558

VENDOR # _____ **PURCHASE ORDER #** _____

_____
Vendor

_____
Address

_____
City State Zip

Phone: _____ Fax: _____

VENDOR ADDRESS & TELEPHONE NOT NEEDED IF YOU CAN FILL IN VENDOR NUMBER.

Requested By _____

For: Grade_____ Subject _____

SCHOOL - CIRCLE ONE

AHS	**705**	**ALTUS EARLY CHILDHOOD**	**150**
AJH	**625**	**ALTUS PRIMARY SCHOOL**	**155**
AIS	**145**	**ALTUS ELEMENTARY SCHOOL**	**160**
RIVERS	**105**	**DISTRICT**	**50**

GENERAL FUND _____ **ACCOUNT NUMBER** _____

BUILDING FUND _____ **ACCOUNT NUMBER** _____

ACTIVITY FUND _____ **ACCOUNT NUMBER** _____

CNP FUND _____ **ACCOUNT NUMBER** _____

Will you be using this P.O. more than once? ☐ ***Yes*** ☐ ***No***

QTY	ITEM (Be sure to give color, size, catalog number etc...)	UNIT PRICE	TOTAL
	Sub Total		
	Freight		
		TOTAL AMOUNT	

APPROVAL TO ISSUE P.O.:

INITIAL APPROVAL: **DATE:**

Department Level: _____ _____

Site Administrator: _____ _____

Business Office: _____ _____

Central Office Administrator: _____ _____

OFFICE USE ONLY

Date Paid: _____

Check No: _____

GENERAL FUND:
Administrator making initial approval should keep a copy and forward original to Central Office.

ACTIVITY FUND:
Administrator approving request should keep a copy. Original should be forwarded to the Central Office.