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**	**ROOSEVELT**	**120**
AJH	**625**	**SUNSET**	**125**
AIS	**145**	**WASHINGTON**	**130**
RIVERS	**105**	**WILL ROGERS**	**135**

GENERAL FUND _____ **ACCOUNT NUMBER** _____

BUILDING FUND _____ **ACCOUNT NUMBER** _____

ACTIVITYFUND _____ **ACCOUNT NUMBER** _____

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 yellow copy and forward white copy to Central Office.

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

ALTUS PRINTING CO. - 1-800-783-2202