

REQUEST FOR PURCHASE ORDER

ORGANIZATION _____ ACCOUNT# _____

DATE _____ MAIL _____ PLACE IN BOX _____

REASON FOR PURCHASE _____

QUANTITY	GOODS OR SERVICES	ESTIMATED COST

COMPANY _____ APPROVED BY _____ STAFF ADVISOR

ADDRESS _____ STUDENT REPRESENTATIVE

_____ SCHOOL ADMINISTRATOR

P.O. NUMBER _____

FAX # _____