

Parent Requisition/Purchase Order Request Form

(one form per vendor)

Date: _____ **Requested By:** _____
Vendor Name: _____ **For Student:** _____
Web Address: _____ **Phone:** _____
Consultant: _____ **Email:** _____

Please choose one *Subject Code* below for each item. Choose the main subject the item supports.

Math—M	Language—L	History—H	Science—S	Career/Tech.—CT	Fine Arts—FA	Elective—E	Foreign Lang.—FL
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ISBN /Catalog #	Qty	Description—Title/Author/Publisher (include grade level if needed)	SUBJ	(C) Consumable (NC) Non- consumable	Unit Cost	Total	On learning plan (✓)

I have checked the library/Destiny to make sure these items are not available. _____ (parent initial)
 I have checked the library/Destiny to make sure these items are not available. _____ (Consultant initial)

By submitting this request, you are attesting that all items support the goals of the Written Student Learning Plan. Items must be supported by goals and activities in the Learning Plan. This form must be approved by your consultant prior to submitting it to the office. Non-Consumable items will be itemized before you will receive them. All materials purchased by MCP can not be resold. All unused (consumable and non-consumable) items must be returned to MCP.

Subtotal: _____

Consultant's Approval _____ **Date** _____

Signature _____

Date item(s) are picked up _____