

GOLDEN PLAINS UNIFIED SCHOOL DISTRICT

Martín Macías, Superintendent - P.O. Box 937 San Joaquin, California 93660 - (559)693-1115 - FAX (559)693-2526

Purchase Request

Date: _____

Purchase Order #: _____

Vendor Requested: _____

Requestor: _____

Address: _____

Department: _____

City: _____ Zip: _____

Ship To: _____

Vendor Number: _____

APPROVALS:

Vendor Phone Number: _____

Principals: _____

Vendor FAX Number: _____

Administrator: _____

Director _____

_____ Return P.O. to requestor to pick up merchandise.

Item Line	Quantity	Unit	Unit Cost	Catalog Number	Description	Total
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Sub Total	
Tax	
Freight (7%)	
Total	

Justifications:

Materials requested for the following schools/sites:

What purpose do these particular materials/services serve to meet the needs of the students?

*if Applicable

Code Line	Fund	Resource	-Y-	Goal	Function	Object	Site	Dept.	Optional Percent	Description
1.										
2.										
3.										
4.										