PRINT CLEAR FORM

REQUISITION

PASADENA HIGH SCHOOL

Student Business Department

No. .....

Date .....

Pay to or purchase from:

FIRM .....

STREET .....

CITY .....

Requested by .....

Account Name ..... Account No. .....

Cashier Please Issue:

Purchase Order [ ]

Check [ ]

Cash Payment [ ]

Cash Advance [ ]

NOT A PURCHASE ORDER

REQUESTS FOR EXPENDITURES MUST BE ACCOMPANIED BY RECEIPTS

Quantity	Description	Unit Price	Extension
		TAX	
		TOTAL	

NOT TO BE USED OR ACCEPTED IN LIEU OF PURCHASE ORDER

Student Officer

Principal's Agent

STUDENT BODY ACCOUNTS ONLY

Commissioner of Finance

Student Body Adviser

Balance forward	
Deposits	
Total	
Am't. this request	
Unencumbered Bal.	

Student Business Department, Pasadena High School, does not assume responsibility for transactions not covered in advance by a numbered PURCHASE ORDER.