



# SNOQUALMIE VALLEY

SCHOOL DISTRICT

## BUSINESS OFFICE P-CARD REQUEST FORM

To: Business Office | Card Ending 4728  
Requester: \_\_\_\_\_  
School/Dept.: \_\_\_\_\_  
Date: \_\_\_\_\_

### ORDER DETAIL

Vendor: \_\_\_\_\_  
Does this vendor accept Purchase Orders?  YES  NO

If YES, what is the reason for using the Business Card? \_\_\_\_\_

If YES, include your Purchase Order # \_\_\_\_\_  
(ASB must create a purchase order regardless, this will verify the ASB budget is in place before the transaction is made)

### INFORMATION TO PLACE ORDER:

Web Link (email to [heikkilaa@svsd410.org](mailto:heikkilaa@svsd410.org)) Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### ATTACHMENTS

Quote: \_\_\_\_\_  Order Information  Registration Information  
 Other: \_\_\_\_\_

DESCRIPTION OF PURCHASE	QTY	UNIT PRICE	AMOUNT	ACCOUNT CODE TO BE CHARGED

8.8% FCES | CKMS | TFMS  
9.0% SNOQUALMIE  
9.1% NORTH BEND  
OTHER: Pickup orders match  
the city tax you pick up in.

Subtotal \$ \_\_\_\_\_  
Shipping \$ \_\_\_\_\_  
Tax \$ \_\_\_\_\_  
Gratuity (Optional – 15% Max) \$ \_\_\_\_\_  
Total Credit Charge \$ \_\_\_\_\_

### Placing Your Order (Check One):

- The Requester will schedule a time with the Business Office to place their order.
- The Business Office has all the information needed to place the order on behalf of the Requester.

\_\_\_\_\_  
ASB Approval (for ASB purchases only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Admin Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Order Placed by Business Office ([invoices@svsd410.org](mailto:invoices@svsd410.org))

\_\_\_\_\_  
Date

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