

- Caruthers Elementary
- Monroe Elementary
- Family Services Center

- Caruthers High School
- MARC Education Complex
- District Office



PURCHASE ORDER NUMBER: _____

Purchase Order Requisition Form

VENDOR: _____ DATE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ EMAIL: _____

REQUESTED BY: _____ REQUESTED FOR: _____

FUNDING SOURCE(s)	%

GRADE/DEPT/CLASS: _____ ASSET TAG REQ'D No. _____

QUANTITY	UNIT	UNIT PRICE	STOCK NUMBER	DESCRIPTION	AMOUNT

I CERTIFY THAT THE ABOVE MATERIALS WILL BE UTILIZED FOR THE ACTIVITIES DESCRIBED IN GOAL _____ ACTION _____ OF THE SCHOOL'S SINGLE PLAN FOR STUDENT ACHIEVEMENT.

PROGRAM OR DESIGNEE'S SIGNATURE	DATE
PRINCIPAL'S OR DESIGNEE'S SIGNATURE	DATE
CHIEF BUSINESS OFFICIAL SIGNATURE	DATE

SUBTOTAL	\$
SALES TAX	7.975% \$
FREIGHT	\$
GRAND TOTAL	\$

Date needed/notes: _____
