

Expenditure Request Form

☐ Purchase Order

☐ DPay

PO #: _____

Date:

Total Amount: \$

Date Needed:

Requested By:

Vendor:

Vendor Address:

Purpose for Request (detail description of items)-Documentation must be attached: invoice, brochure with prices, order form, etc.

Click or tap here to enter text.

Budget/Activity name **AND** account code to be charged:

If using student funds (865) or campus funds (461) will this be taxed

☐ **Yes**

☐ **Tax Free Day**

☐ **Not Taxable**

Requestor's Signature

Club Officer's Signature

Secretary's Signature

To be completed by Principal's Secretary	
Received	
PO sent to vendor (865 funds) only	
Received in Skyward	
Invoice Sent to Admin	

Expenditure Request Form Instructions

The purpose of the PO Request form is for your benefit to ensure necessary people are informed of all purchases made and should be completed by the requestor:

Form Instructions:

- ❖ **Purchase Order/DPay** (DPay =check request)– Indicate which is needed
- ❖ **Person Making Request** – The person requesting a Purchase Order or Dpay should complete this form
- ❖ **Requested Vendor** – Name of the company supplying goods or service
- ❖ **Purpose of Request** – Reason for the PO with detailed description of items
- ❖ **Budget/Activity name AND account code to be charged** – Teacher/Sponsor indicate the name of the Activity to be charged and Secretary indicates the account code to be charged
- ❖ **Requestor's Signature** – Person requesting the Purchase Order MUST sign this request form
- ❖ **Secretary's Signature** - Secretaries MUST sign this request form
- ❖ **Club Officer's Signature** – A club officer MUST sign this request form when using Student activity funds
- ❖ **Principal/Director's Signature** - Supervisor's approval signature needed before purchase