



REQUEST TO PURCHASE FORM

The following information must be completed in order for a requisition to be processed. Please attach quote, print out of exact item requested, conference description, and vendor's W-9. This process takes many weeks. After this form is received, a PO is processed, the building principal must approve, then it goes to Paul Field for SWSD approval, then the PO is sent back to the secretary to order or arrange for purchase. This process cannot be rushed. Please provide yourself the time needed.

Vendor Name _____

Date _____

Address _____

Mark For _____

City, State, Zip _____

Phone# _____

FAX# _____

W-9 Attached? Required for all new vendors.

Email: _____

Quantity	Item No.	Item Description	Unit Cost	Total Cost

Account Code _____

Subtotal

Tax

Signature _____

Shipping

PO No./Requisition # _____

TOTAL

Teacher/School requests go to school head secretary. District wide requests go to SWSD at acctspay@sw.wednet.edu. SPED requests go to Angie Hudkins. CTE requests go to Gay Bitts. SWCC requests go to Gail LaVassar. District Wide Facility requests go to acctspay@sw.wednet.edu. ASB/Athletics requests go to Kymy Johnson and need the Activity Charged and signatures **from Student Treasurer, Activity Office** for approvals. Contact Kymy Johnson for ASB/Athletic forms kjohnson@sw.wednet.edu.