



Two Rock Union School District

Purchase Request

Vendor Information*	Steps for Consideration:
	1. Fill out this form for any request
	2. Submit form to Superintendent
	3. If approved, PO to be set up/assigned & purchase made
	4. Once approved, if requesting reimbursement, fill out
<small><i>*list self if you will be purchasing the items to be reimbursed</i></small>	<u>"Request for Reimbursement" form and submit to office.</u>

Description	Quantity	Item#	Unit Cost	Total Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			Subtotal	\$0.00
			Tax	\$0.00
			Shipping	
			Total	\$0.00

For Office Use Only:

Account/PO To Be Charged:	Total

Requested by	Date	
Approved by	Date	