



**FORT DAVIS INDEPENDENT SCHOOL DISTRICT**

PO BOX 1339

FORT DAVIS, TX 79734

## Purchase Order Request

Vendor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone # \_\_\_\_\_  
 FAX # \_\_\_\_\_

Today's Date \_\_\_\_\_

Expenditure Code \_\_\_\_\_

Office Use Only	
Requisition #	_____
Date:	_____
Initials:	_____

Staff Name \_\_\_\_\_

Campus \_\_\_\_\_

Department/Position \_\_\_\_\_

Qty	Description (size, color, meals, entry fee, etc.)	Price/Each	Amount
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

EVENT:
LOCATION:
DATE:

Page Total	\$ -
Shipping	_____
Discount	_____
Grand Total	\$ -

Campus/Principal \_\_\_\_\_