Teacher _____

Grade/Fund _____

Date of Order _____

HIGH SCHOOL

ACTIVITY FUND

GREENLAND SCHOOLS

Office Use Only

Fund_____

Location_____

Account_____

Purchase Order Request Form

Vendor/Company Address	Item#	Catalog Page #	Item / Item Description	Quantity Ordered	Unit Price	Extended Price
			Tax			
			Shipping			

_____**Approved**

_____**Disapproved**

Date _____

_____

Principal's/Authorized Signature

Grand Total _____

Office Use Only

P.O. # _____

Date _____

Revised 6/25/15