



District Purchase Order Request

General Fund

4640 Wishkah Rd., Aberdeen, Wa 98520

(360)532-3128, FAX (360)533-4638

Please check with vendor to see if they take a Purchase Order or if we have an account with them. If you are using the credit card please write bankcard on vendor line and the company you are ordering from on the Additional Information Line.

Name of Vendor: _____ Ordered By: _____

Additional Information: _____

Date: _____

Address of Vendor: _____

Catalog Number	Quantity	Unit Price	Description	Total

	Subtotal:	
	Tax (9.08%):	
	Shipping	
	Total	

 Principal Approval
 (Needed for Certificated and Para Purchases)

Charge To: (account or grant number)	PO#
Approved By: (Superintendent)	Date
Approved By: (Business Manager)	Date