



# Snoqualmie Valley

## School District #410

8001 Silva Avenue S.E., P.O. Box 400, Snoqualmie, WA 98065  
 Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svds410.org

### BUSINESS OFFICE P-CARD REQUEST FORM

To: Business Office  
 Card Number: XXXX XXXX XXXX 6964  
 Requestor: \_\_\_\_\_  
 School/Dept.: \_\_\_\_\_  
 Date: \_\_\_\_\_

#### ORDER DETAIL

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

Does this vendor accept Purchase Orders?  YES  NO

If YES, what is the reason for using the Business Card? \_\_\_\_\_

#### INFORMATION TO PLACE ORDER

Website: \_\_\_\_\_

Email: \_\_\_\_\_  Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

#### ATTACHMENTS

Quote: # \_\_\_\_\_  Order Information  Registration Information

Other: \_\_\_\_\_

DESCRIPTION OF PURCHASE	QTY	UNIT PRICE	AMOUNT	ACCOUNT CODE TO BE CHARGED

Subtotal \$ \_\_\_\_\_  
 Shipping \$ \_\_\_\_\_  
 Tax 8.6% (NB: 8.9%) \$ \_\_\_\_\_  
 Total Credit Charge \$ \_\_\_\_\_

#### Placing Your Order (Check One):

- The Requestor will schedule a time to stop by the DO to place their order.
- The Requestor will schedule a time for the Business Office to come to their location to enter the card information.
- The Business Office has all the information to place the order on behalf of the Requestor.

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Approval

\_\_\_\_\_  
Date

*The Business Office will contact you when this request has been approved.*