

MOUNT SI HIGH SCHOOL PURCHASE ORDER REQUEST FORM

Date: _____ Requested by: _____
Fund: General ASB Department: _____
Voc-Ed

Vendor: _____

Please send purchase order by:

EMAIL: _____

FAX: _____

MAIL: _____

ONLINE ORDER

New Vendor? Please provide the following information:

Physical Address: _____
City/State/Zip: _____
Remit Address: _____
(If different from physical address)
City/State/Zip: _____
Phone: _____
Attach Vendor's Form W-9



ORDER DETAIL

Special Ordering Instructions (if any): _____

Attachments: Quote: # _____ Contract/Service Agreement Order Form/List

List items for order (not necessary if attaching a quote):

QTY	UNIT	ITEM NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE

SUBTOTAL \$ _____
SHIPPING \$ _____
TAX 8.6% \$ _____
PO TOTAL \$ _____

OFFICE USE ONLY

ACCOUNT CODE: _____

(IF ASB) ASB STUDENT APPROVAL: _____ DATE: _____

ASB ADVISOR APPROVAL: _____ DATE: _____