Pacific Charter Institute

STUDENT SPECIAL ORDER REQUEST

Student Name	SSID #
School/Location (School/Location)	

Requested By: _____

Date of Request: _____

Notes:

Vendor Information

Name: _____

Address: _____

City, State ZIP: _____ , (State) _____

Email: _____

Phone: _____

Fax: _____

Shipping Location: _____

	QUANTITY	ITEM NO.	PRODUCT DESCRIPTION	UNIT COST	TOTAL
1.					0.00
2.					0.00
3.					0.00
4.					0.00
5.					0.00
6.					0.00
7.					0.00
8.					0.00
9.					0.00
10.					0.00
11.					0.00
12.					0.00
13.					0.00
14.					0.00
15.					0.00
16.					0.00
17.					0.00
18.					0.00
19.					0.00
20.					0.00

Subtotal: 0.00

Completed By: _____

Sales Tax: _____

Shipping & Handling: _____

Grand Total: 0.00

REMINDERS

- Please make sure the Community Partner accepts Purchase Orders
- Requests must be submitted by end of business day February 26, 2021
- Items on the request must be for use for the 2020-2021 school year
- Requests for 2021-2022 will be processed on or after July 1, 2021 and distributed on the first day of school for returning students