

# Pacific Charter Institute

## PURCHASE ORDER REQUEST

### School/Location

Requested By: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Budget to Charge: \_\_\_\_\_

Notes:

### Vendor Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_, \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Shipping Location: \_\_\_\_\_

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

Subtotal: \_\_\_\_\_

Completed By: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

Shipping & Handling: \_\_\_\_\_

### **REMINDERS**

- Please make sure the vendor accepts Purchase Orders
- Requests must be submitted by end of business day Friday, May 28, 2020
- ALL ITEMS for 2020-2021 PO Requests must be received by June 21, 2020
- Requests for 2021-2022 will be processed on or after July 1, 2021

Grand Total: \_\_\_\_\_