GALT JOINT UNION SCHOOL DISTRICT

School Site - Purchase Order Request

Please note that this form is to be used to request a purchase order for the purchase of goods and/or services from a vendor. This form may **not** be used to request a reimbursement of expense paid directly by employees. Expense reimbursement requests should be submitted on a Materials and Supplies Expense Claim.

School | Employee Placing Order | Date

Vendor:

Phone

Address:

Street | City | State/Zip | Fax

Qty	Item Description	Unit Cost	Extended Cost
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

Specify size, color, item number, amount, toxic/non-toxic, etc. Only one vendor per requisition.

Sub Total	-
9.25 % Sales Tax	-
Shipping	-
TOTAL	-

All materials purchased with GJUESD funds, including Lottery, Site Allocation, Donations, etc are the property of Galt Joint Union Elementary School District. Materials purchased with preschool funds belong to the State of California.

PROGRAM INFORMATION: Each section must be completed. Each section must equal total requisition amount.

Funds (Resource)	Amount	Goal	Amount	Function	Amount
Site Allocation		Regular Ed.		Instruction	
Donation		Bilingual		Admin	
Lottery		Spec Ed Severe		Health/First Aid	
Supplemental & Concentration		Spec Ed Non Severe		Operations	
Title I		Preschool		Testing	
Other:		Other:		Other:	
Other:		Other:		Other:	
Other:		Other:		Other:	
Total	-	**Total**	-	**Total**	-

Justification for purchase:

Approvals/Authorizations:

Employee | Date

Supervisor | Date

District Approval | Date

For District Office Use Only:

Account Code	Budget Amount	Paid Amount	Date Paid	Reference
				Req. #
				PO#
				Date