



# Springville High School

## Purchase Order or Check Request Form

(Please allow 24 hours for processing of all purchase orders and check requests.)

**Instructions for electronic submission:**

1. Download the PDF and open it in Adobe Reader or Adobe Acrobat.
2. Complete the form in Adobe Reader or Adobe Acrobat (not in a browser window) and "save as," including your name and the date in the file name.
3. Email the saved PDF to [connie.parker@nebo.edu](mailto:connie.parker@nebo.edu).

Date _____ Requesting teacher _____ Account to charge _____ *If the purchase will cost more than <b>\$1000</b> , two bids must be attached on the district's <a href="#">bid form</a> . **If the purchase will cost more than <b>\$5000</b> , two bids on company letterhead must be attached.	Vendor name _____ Address _____ _____ Phone _____ Fax _____
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**Choose one:**

- Purchase Order
- Check Request (Check requests must include the required paperwork [entry, camp, conference, and tournament fees]. This paperwork can either be dropped off at the finance office or emailed to Connie.)
  - The finance office should mail the check.
  - The finance office should put the check in my box.

**Is this PO for school travel?**     yes     no    (Trips must be approved prior to PO's being processed.)

If yes, has the trip been approved by the SHS principal and district office?     yes     no

Quantity	Item Number	Item Description	Unit Price	Total Price

Office use only:      Administrative signature _____
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