|  |  |  |
| --- | --- | --- |
|  | 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 Word Document and “Enable Editing”. 2. Complete the form in Word and “save as,” including your name and the date in the file name. 3. Email the saved PDF to [stacy.austin@nebo.edu](mailto:connie.parker@nebo.edu), [andrea.sorensen@nebo.edu](mailto:andrea.sorensen@nebo.edu), AND [dawn.stoddard@nebo.edu](mailto:dawn.stoddard@nebo.edu). |

|  |  |
| --- | --- |
| Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Requesting teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account to charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \* Any individual item over **$1000** requires two or more bids and the district’s [bid form](http://www.nebo.edu/sites/nebo.edu/files/Purchasing_Form.pdf) must be attached.  \*\*If the purchase will cost more than **$5000**, two bids on company letterhead must be attached. | Vendor name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Choose one:**

🞎 Purchase Order

🞎 Purchasing Card

🞎 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 Stacy.)

🞎 The finance office should mail the check.

🞎 The finance office should put the check in my box.

|  |  |
| --- | --- |
| Office use only: | Administrative signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Grand Total>> | | | |  |