



Green Mountain School District No. 103

13105 NE Grinnell Road • Woodland, WA 98674 • (360) 225-7366 • FAX (360) 225-2217

Person Requesting Purchase

Name: _____

Date: _____

Phone: _____

Notes: _____

PURCHASE REQUEST FORM

Vendor Name: _____

Vendor Address: _____

City _____ St _____ Zip _____

Vendor Web Address: _____

Phone: _____ Fax: _____

Qty	Unit	Item #	Description	Unit Price	Line Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Purchase Justification:				Subtotal	\$ -
				Shipping	
				Sales Tax	
				Total	\$ -

For Office Use Only:

Account Code:		Amount:		Date Order Placed:	
Account Code:		Amount:		Order Placed/Picked up By:	
Account Code:		Amount:		Notes:	
Method of Purchase:	Credit Card:	PO#:			
Revolving Fund Check #:		AP:		Purchase Request Approved	
Reimbursement:				Purchase Request Denied	
Comp Tax:	YES:		NO:		Signature: