CARMEL HIGH SCHOOL Requisition for Purchase Order

PHONE NUMBER:			FAX NUMBER: (Providing a FAX number speeds the process considerable)		
AME OF E	BUDGET USED: _		APPROVAL (Dept Chair/Budg	get Holder):	
DATE OF REQUEST:			STAFF MEMBER ORDERING:		
UANTITY	ITEM NUMBER	DESCRIPTION	OF ITEM/S	UNIT PRICE (must be verified with vendor for current pricing)	TOTAL
		TAX - The State of California charges out-of-state vendor states. If a Californ calculate by the rate given. Calculate the shipping.	iia vendor uses a higher rate, ax on merchandise only, not		
		SHIPPING/HANDLING – Do not ma not stated by vendor, call them and ch in catalog, ask vendor to send a QUOT TOTAL	eck it. If shipping cost is not stated		
FCFIVED	IN OFFICE:		DATE:		