

**ALPINE COUNTY UNIFIED SCHOOL DISTRICT ~ ALPINE COUNTY OFFICE OF EDUCATION  
PURCHASE REQUEST**

<u>Select Organization</u>	<input type="checkbox"/> ALPINE COUNTY UNIFIED	<input type="checkbox"/> ALPINE COUNTY OFFICE OF EDUCATION
<u>Select Type of Request</u>	<input type="checkbox"/> REQUISITION FORM (PURCHASE ORDER)	<input type="checkbox"/> CREDIT CARD AUTHORIZATION
	<input type="checkbox"/> PETTY CASH VOUCHER	<input type="checkbox"/> WARRANT (CHECK) REQUEST

Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Provide the Date Needed (not ASAP): \_\_\_\_\_ ☐ Rush Request "Why a RUSH": \_\_\_\_\_

Paid To (Payee Name): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose/Reason for Purchase: \_\_\_\_\_

Special instructions or additional comments: \_\_\_\_\_

Catalog/Item/Page	Description	QTY/UNIT (1 EACH; 1 BOX)	PRICE	TOTAL PRICE
All orders are placed by Business Services. Once completed, please submit to Site Designee for Processing and Approvals.			TOTAL	

\_\_\_\_\_  
Authorized/Approved By and Date

COUNTY or DISTRICT	FUND (2)	RES (4)	Y (1)	GOAL (4)	FUN (4)	OBJ (4)	SCH (3)	MGMT (4)	AMOUNT

<b>For Business Services Use</b>		
Vendor # _____	Doc # _____	Audited By and Date _____
Notes: _____		