ALPINE COUNTY UNIFIED OR ALPINE COUNTY OFFICE OF EDUCATION

(PLEASE CIRCLE ONE FUND ABOVE)

[ ] PURCHASE ORDER REQUISITION FORM	**[ ] PETTY CASH VOUCHER**
[ ] STORES REQUISITION	**[ ] ADVANCE WARRANT REQUEST**
[ ] PRE-AUTHORIZATION TO PURCHASE	**(PLEASE CHECK ONE FORM TYPE)**

REQUISITION BY: _____ TODAY'S DATE: _____

PROGRAM/ACCOUNT/GRANT: _____ DATE NEEDED: _____

PURPOSE: _____

TO (PAYEE/VENDOR): _____

ADDRESS: _____ TELEPHONE: _____

_____ FAX NUMBER: _____

APPROVAL BY: _____ DATE: _____

(Principal/Business Manager/Superintendent)

CATALOG ITEM #	DESCRIPTION	QTY	UNIT	PRICE	TOTAL PRICE

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL	

FUND (2 digits)	RESC (4 digits)	Y (1)	OBJECT (4 digits)	ID# (3)	GOAL (4 digits)	FUNCTION (4 digits)	AMOUNT

BUSINESS OFFICE USE ONLY:

VENDOR #: _____ BUSINESS OFFICE APPROVAL: _____ DATE OF APPROVAL: _____

PURCHASE ORDER #: _____ PC CHECK #: _____ PC CHECK $: _____ DATE ISSUED:_____