# Request for Purchase Order or Check

**Financial Manager: Please Issue Purchase Order** □  **Check** □  **to**  
Date: ________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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For items listed below and charge to the account of ___________________________ 
Deliver Merchandise at: ___________________________

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<tr>
<th>QTY</th>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>TOTAL</th>
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Sub Total
Sales Tax
Shipping
Total

**STATE LAW now requires THREE Approval Signatures** as indicated below. **No Purchase Order or Check can be issued unless request is properly approved.**

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Approved by ___________________________  DEPARTMENTAL, CHAIRMAN OR FACULTY CLUB SPONSOR

Approved by ___________________________  STUDENT BODY ELECTED OFFICER

Approved by ___________________________  PRINCIPAL OR VICE PRINCIPAL

Purchase Order NO.

Check NO.

Requested by Student or Teacher