

Woodsboro High School



Purchase Request Form

704 Locke Street, P.O. Box 770
 Woodsboro, Texas 78393
 Telephone: (361) 543-4521
 Fax: (361) 543-5140

(Request for Funds)

| | |
|-----------------------------------|------------------------------|
| Vendor Name & Address: | Special Instructions: |
| Vendor Telephone Number: | |
| Vendor Fax Number: | |
| Requested By: | Date: |

| Quantity | Item Number | Description | Discount | Unit Price | Total |
|----------|-------------|-------------|----------|------------|-------|
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|---|---------------------------------|--|
| Principal Approval: | Subtotal: | |
| Superintendent Approval: | Shipping & Handling: | |
| ** Return to Campus Secretary ** | Miscellaneous: | |
| | Balance Due: | |

| Budget Codes | Amount |
|--------------|--------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |