

REQUEST TO PURCHASE

******Actual purchase will be done by Jessica Peterson using the schools p-card, AFTER admin approval******

Employee Name: _____ Date of Request: _____

Item Description	Quantity	Total price
Please attach any pictures/item numbers for accurate ordering		

How/Where will this item be used?

Admin Signature: _____ Date _____

Admin Signature: _____ Date _____

(For office use only)

Chart of Account #: _____

Date: _____

Co-op Item: