Athletic

2010-2011
SCHOOL DISTRICT OF CAMBRIDGE
PURCHASE ORDER / CHECK REQUEST FORM

This form is used to request purchase orders and checks for the Athletic programs. Personal reimbursements shall be made on the EXPENSE REIMBURSEMENT FORM. Non-Athletic Purchase orders should be requested through the online Educator Access system. Documentation shall be attached for all check requests. Please call the business office at ext. 4108 if you have any questions.

This request is for a (check one) ☐ check
____Once approved, place order
____Will be ordered during the year

This request is from: Athletics Budget (10)

REQUESTED BY: _____ **DATE**: _____
(Staff Member)

_____
(Athletic Program)

REASON : _____

FROM: _____ **TELEPHONE #**: _____
(Name of Company)

_____ **TOLL FREE #**: _____
(Address)

_____ **FAX #:** _____
(City, State, Zip)

HOW MANY	CATALOG #	ITEM & DESCRIPTION	UNIT PRICE	TOTAL COST
		Shipping And Handling (if unknown, use10%)		
			GRAND TOTAL	

ACCOUNT CODE: _____

Athletic Director's APPROVAL:_____**DATE**: _____

PO#: (TO BE ASSIGNED BY BUSINESS OFFICE)_____
(Revised August 10)