GENERAL FUND NEEDS REQUEST

______________ Purchase Order Number

BUDGET CODE

Program: ______________________

Grade Level or 7-12 Dept, _________

Object:

Check ONE item only.

- ☐ 410 Supplies
- ☐ 420 Text books
- ☐ 430 Library books
- ☐ 440 Periodicals
- ☐ 450 Audio-Visual materials
- ☐ 460 Computer supplies
- ☐ 530 Furniture & equipment
- ☐ 560 Computer furniture & equipment
- ☐ 630 Dues and fees
- ☐ 670 Travel and mileage
- ☐ Miscellaneous

Staff Making Request:________________________

Name & Address of Supplier, Publisher, or Source

____

Street/Box_________________________________

City______________________State_____Zip______

Phone#_________________Fax#_______________

Contact Info.: ___________________________________

Date Requested_____________________________

Date PO is Needed__________________________

Order how/by whom ___________________________

Approved By_______________________________

QUANTITY	CATALOGUE NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
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				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

Total Cost $0.00