Barack Obama Green Charter High School
Purchase Order Request Form

Date:	
Vendor Name:	
Vendor Address:	
Vendor Phone:	
Vendor Fax:	
Website Address:	
Contact Person Name:	
State Contract #:	

Name & Dept. Requesting:		

Item #	Quantity	Complete Description	Unit Cost	Total
			Sub-Total	
			Discount (if applicable)	
			Shipping & Handling	
			TOTAL	

Vendor's Estimated Processing and Delivery Time:	

Department/Supervisor Approval:		Date:	
Superintendent Approval:		Date:	