

Pleasant Valley High School

Purchase Order Request

Check one: Local PO - must shop locally – no ordering. Used only one time. Include amount “**Not to Exceed**” in description. (May not purchase single item more than \$500.)

Long Form PO – attach screen shots, links to items, or list items below.

Blanket PO - Used multiple times like a local PO. Include amount “**Not to Exceed**” in description. (May not purchase single item more than \$500.)

Vendor: _____

Date: _____

Account to Charge: _____

Requesting Person: _____

Dept. Chair's Signature: _____

Quantity	Description of Item (include stock #)	Unit Cost	Extension

Merchandise Total	
Sales Tax	
Shipping	
Total Order	