

EUREKA ELEMENTARY SCHOOL

55 East Main Street
 P.O. Box 170
 Eureka, UT 84628
 (435) 433-6927 fax (435) 433-6622

Purchase Order No.
 *If needed

Purchase Request

Vendor Information

Name _____		
Address _____		
City _____	State _____	Zip _____
Phone _____		

Person Requesting Purchase

Employee Name _____	
Purchase Order Bill to Address _____	

Funding Source _____	

Employee Signature: _____

Date Sent to Admin: _____

Building Admin. Approval _____

Date Approved: _____

Qty	Part #	Item Description	Unit Cost	TOTAL
Sub Total				
Shipping & Handling				
TOTAL				

- Needs Reimbursed
- Already Ordered Date: _____
- District Please Order