

**TINTIC HIGH SCHOOL**  
 525 East Main Street  
 P.O. Box 230  
 Eureka, UT 84628  
 (435) 433-6939 fax (435) 433-6845

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
<b>Sub Total</b>				
<b>Shipping &amp; Handling</b>				
<b>TOTAL</b>				

- Needs Reimbursed
- Already Ordered     Date: \_\_\_\_\_
- District Please Order
- Charged to Account