

WEST DESERT ELEMENTARY SCHOOL

HC 61 BOX 440

Trout Creek, UT 84083

(435) 693-3193 fax (435) 693-3193

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