WEST DESERT HIGH SCHOOL

HC 61 BOX 440
Trout Creek, UT 84083
(435) 693-3112 fax (435) 693-3109

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