

# SHONTO PREPARATORY SCHOOL BUSINESS OFFICE

P.O. BOX #7900, EAST HWY 160 & ROUTE 98 , SHONTO AZ 86054

PHONE: (928) 672-3532 FAX: (928) 672-3501

<b>PURCHASE ORDER (PO) REVISION</b>						
<b>VENDOR INFORMATION</b>				<b>REQUISITION INFORMATION</b>		
VENDOR: _____ ADDRESS: _____ _____ PHONE: _____ FAX: _____ CONTACT: _____				<b>PURCHASE ORDER #:</b> _____		
				DEPARTMENT: _____		
				SUPV. INITIAL/DATE: _____		
				ADMINISTRATIVE ASSISTANT: _____		
				DATE OF REQUEST: _____		
				BUDGET FY: _____		
				DELIVERY DATE: _____		
QTY	UNIT	ITEM #	DESCRIPTION	ACCT NUMBER	UNIT	TOTAL
<b>NOTE: ATTACH ORIGINAL PO AND SUPPORTING DOCUMENTATION NEEDS</b>				Sub-total (Add to Original) _____		
				Tax: _____		
				Shipping/Handling (Freight): _____		
				PO ORIGINAL TOTAL: _____		
				<b>GRAND TOTAL</b> _____		
<b>_____ Approved</b>				<b>_____ Disapproved</b>		
DEPARTMENT SUPERVISOR SIGNATURE/DATE						
BUSINESS MANAGER SIGNATURE/DATE						