

GRUNDY COUNTY BOARD OF EDUCATION

Request to Purchase Form

Approved: _____ Pending: _____ Denied: _____ Purchase Order #: _____

Fund:	Account:	Object:	Sub Fund:	Cost Center	Sub Object	\$

Principal's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Finance Mgr's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Name of Company you are ordering from: _____ Total, including shipping: _____

Mailing address: _____ Phone Number: _____

Website: _____

Requested by: _____ Email Address: _____

To be ordered by: _____ Order Date: _____ Date Received: _____

School: _____ Room #: _____

Items being ordered (please provide a description or a print-out of specific item(s) being requested): _____

Justification of items being ordered: _____

Once your purchase order is approved, you will receive a copy of this form via email with a purchase order number. Then, you will

For Office Use Only

Attach to the Front of All Items Submitted for Payment

- | | |
|---|---|
| <input type="checkbox"/> Invoice | <input type="checkbox"/> Reimbursement for Purchase |
| <input type="checkbox"/> Approved Request to Purchase | <input type="checkbox"/> Approved Request to Purchase |
| <input type="checkbox"/> Approved Purchase Order | <input type="checkbox"/> Approved Purchase Order |
| <input type="checkbox"/> Packing List with Receiver's Signature | <input type="checkbox"/> Receipt |
| <input type="checkbox"/> Appropriate Signatures | <input type="checkbox"/> Appropriate Signatures |
| <input type="checkbox"/> No Packing List - Invoice Signed by Receiver | |
|
 | |
| <input type="checkbox"/> Travel Reimbursement: | |
| <input type="checkbox"/> Mileage Verification (MapQuest, etc.) | Submitted for Payment by _____ (initial) |
| <input type="checkbox"/> Agenda | |