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