



Student Achievement and Accountability

MATERIALS ORDER FORM

PREAPPROVAL

For Parker Center Financial Secretary Use Only	
Funds are available in this category. <input type="checkbox"/> YES <input type="checkbox"/> NO	
Requisition: _____	
BUDGET UNIT	ACCT

NO REIMBURSEMENTS - Do NOT purchase PRIOR to approval.

FUNDING SOURCE:

FEDERAL GRANTS	STATE FUNDING	PRE-K FUNDING	DISTRICT FUNDING	OTHER FUNDING

LOCATION: _____ DATE: _____ ORDERED BY: _____

VENDOR INFORMATION:

VENDOR #: _____ COMPANY: _____
 ADDRESS: _____ CITY: _____ STATE/ZIP: _____
 PHONE: _____ FAX: _____ E-MAIL: _____

ORDER NUMBER	ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE	
				\$0.00	
To be completed by school			PG 1 TOTAL	\$0.00	
<input type="checkbox"/> Material /Supplies <input type="checkbox"/> PD Material /Supplies <input type="checkbox"/> Capital Outlay <input type="checkbox"/> Parent Involvement <input type="checkbox"/> Purchased Services	Special Instructions:			PG 2 TOTAL	\$0.00
				ORDER TOTAL	\$0.00
				S/H	
				SUBTOTAL	\$0.00
				TAX - Y or N	
		TAX 0.0975		\$0.00	
			GRAND TOTAL	\$0.00	

 PRINCIPAL / DATE

 SUPERVISOR / DATE

 DIRECTOR OF STUDENT
 ACHIEVEMENT &
 ACCOUNTABILITY / DATE

