



# Pacific Charter Institute

## PURCHASE ORDER REQUEST

**School/Location**

Requested By: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_  
 Budget to Charge: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Vendor Information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State ZIP: \_\_\_\_\_,  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**Shipping Location:** \_\_\_\_\_

QUANTITY	ITEM NO.	PRODUCT DESCRIPTION	UNIT COST	TOTAL
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Subtotal: \_\_\_\_\_

Completed By: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

Shipping & Handling: \_\_\_\_\_

**REMINDERS**

- Please make sure the vendor accepts Purchase Orders
- Requests must be submitted by end of business day Friday, May 27, 2022
- ALL ITEMS for 2021-2022 PO Requests must be received by June 20, 2022
- Requests for 2022-2023 will be processed on or after July 1, 2022

Grand Total: \_\_\_\_\_