

**BLOSSOM HILL ELEMENTARY SCHOOL
PURCHASE ORDER REQUEST FORM for H&SC EXPENSES**

Requestor Information

Requestor Name: _____

Grade Level/Committee: _____

Today's Date: _____

Budget Information

Which grant budget will be used for this payment? (check one)

H&SC Student Supply Fund (classroom funds)

Enrichment

Principal's Fund-A-Need – must be preapproved

Other (please specify) _____

Payment Terms (form of payment required, due date, deposit information, etc.):

Vendor Information Existing Vendor (check if we have ordered from this vendor previously)

Company/Individual Name: _____

Payment Name: _____

Address: _____

Phone: _____

Fax: _____

Website: _____

Supporting Documentation (please check which are included and attach)

Photocopy/screenshot/email/quote _____

Invoice (required for payment)

Other (please specify)