

REQ # _____

PURCHASE ORDER/REQUISITION REQUEST

PO # _____

COTTAGE GROVE HIGH SCHOOL
South Lane School District 45J3

VENDOR NAME: _____

DATE OF REQUEST: _____

VENDOR ADDRESS: _____

REQUESTING STAFF NAME: _____

VENDOR PHONE #: _____

VENDOR EMAIL: _____

DEPARTMENT: _____

DEPT. HEAD APPROVAL: _____

FUNDING CODE: _____

TECHNOLOGY TICKET #: _____

NOTE: Before purchasing any computer hardware, software, or online services including new and renewed apps/subscriptions, it's **REQUIRED** to check with the Technology department. If you are purchasing any of the listed items, a Technology Ticket # must be listed on this form, if it is not, the purchase order request will not be processed and will be returned to you.

Quantity	Item No.	Description	Item Price	Total
			ORDER TOTAL	

OFFICE USE ONLY	
SAVED: _____	APPROVED: _____
POSTED: _____	RECEIVED: _____