

**VERO BEACH HIGH SCHOOL  
PURCHASE ORDER / P-CARD REQUISITION FORM**

<b>Req. No.</b>	
SCANNED	
FOCUS	

**Vendor's Name & Address:** \_\_\_\_\_ **Dept/Team/Club:** \_\_\_\_\_  
 \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
 \_\_\_\_\_ **Req. By (Name):** \_\_\_\_\_  
 \_\_\_\_\_ **Date Required:** \_\_\_\_\_

**Vendor Phone #** \_\_\_\_\_  
**Vendor Fax #** \_\_\_\_\_ **Vendor W-9 Is Attached** \_\_\_\_\_ **On File** \_\_\_\_\_

**Vendor's e-mail address:** \_\_\_\_\_  
**Deliver To:** \_\_\_\_\_ **Room:** \_\_\_\_\_ **Approved By:** \_\_\_\_\_

**Use Internal Account #** \_\_\_\_\_  
**Use General Fund Dept.** \_\_\_\_\_

Quantity	Item #	Description	\$Each	Total

*Please answer all questions on this form. All information is needed in order to process your PO request. Thank you.*

Subtotal
Shipping
Sales Tax
<b>Total</b>

**Verify Fund's Available Balance**  
 \$ \_\_\_\_\_

\_\_\_\_\_  
**Bookkeeper**

\_\_\_\_\_  
**Principal**

**Approved:**

*Attach any special instructions*