



One College Drive – Blythe, California – Phone (760) 921-5500 – Fax (760) 922-0230

## PURCHASE REQUEST FORM

**VENDOR:** \_\_\_\_\_ **REQUESTOR:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **SUPERVISOR SIGNATURE:** \_\_\_\_\_  
**CITY/STATE/ZIP:** \_\_\_\_\_ **VICE PRESIDENT'S SIGNATURE:** \_\_\_\_\_

### PURCHASE REQUEST PROCEDURE

1. **Complete order details-** Attach copy of all pertinent information needed for ordering: Vendor information, pricing, copy of catalogue/web page, shipping, order form, etc.
2. **Provide a brief explanation for request.**
3. **Vice President Approval-** Signature required.
4. **Business Office Approval-** Required
5. **Place order-** Administrative Services Department will place order unless other arrangements are made.

**FOR BUSINESS OFFICE USE ONLY:**

BUDGET: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_  
 REASON \_\_\_\_\_ PO# \_\_\_\_\_ CC \_\_\_\_\_

QTY	ITEM#	DESCRIPTION	UNIT PRICE	TOTAL					
FUND	SCHOOL	RESOURCE	PY	GOAL	FUNCTION	OBJECT	AMOUNT \$	SUBTOTAL	
								S&H	
								TAX	
								TOTAL	

**BRIEF EXPLANATION FOR REQUEST:**