REQUEST TO PURCHASE FORM

The following information must be completed in order for a requisition to be processed. Please attach quote, print out of exact item requested, conference description, and vendor's W-9. This process takes many weeks. After this form is received, a PO is processed, the building principal must approve, then it goes to Dan Poolman for SWSD approval, then the PO is sent back to the secretary to order or arrange for purchase. This process cannot be rushed. Please provide yourself the time needed.

_____ _____
Vendor Name Date

_____ _____
Address Mark For

_____ Phone#_____
City, State, Zip FAX# _____
W-9 Attached? *Required for all new vendors.*

Email:_____

Quantity	Item No.	Item Description	Unit Cost	Total Cost

_____ Subtotal
Account Code

Tax

_____ Shipping
Signature

PO No./Requisition # _____ **TOTAL**

Teacher/School requests go to school head secretary. District wide requests go to Tammi Sloan or Kristy Macarro. SPED requests go to Marie Poolman. CTE requests go to Gay Bitts. SWCC requests go to Gail LaVassar. District Wide Facility requests go to JJ Leuenberger. ASB/Athletics requests go to Renee Bilyeu and need the ***Activity Charged*** *and signatures* ***from Student Treasurer, Activity Advisor, Primary Advisor*** *and* ***Activity Office*** *for approvals. Contact Renee Bilyeu for ASB/Athletic forms rbilyeu@sw.wednet.edu.*