

WEST SONOMA COUNTY HIGH SCHOOL DISTRICT

THIS IS NOT A PURCHASE ORDER OR DISTRICT CONTRACT

VENDOR NO. _____

V E N D O R

Phone
FAX

S H I P T O

Address
City/State
Attn
Phone

ANALY HIGH SCHOOL
6959 Analy Avenue
Sebastopol, CA 95472

REQUISITION	
NO.	_____
DATE	_____

ITEM	QUANTITY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	COST EXTENSION			
1								
2								
3								
4								
5								
6								
7								
8								
SPECIAL INSTRUCTIONS				SUBTOTAL				
Technology Item? YES NO Tech OK _____				TAX				
				S/H				
				TOTAL				
BUDGET CLASSIFICATION								
ITEM	FD	RES	GOAL	FUNC	OBJ	SCH	MGMT	AMT ENCUMB
Requestor _____								
Date _____								
Project _____								
TEXTBOOKS/ATHLETICS/ BOOSTERS/ASB/GATE								

INSTRUCTIONS TO PO REQUESTORS

- 1 Provide complete vendor address
- 2 Tax all items @ 8.0 %
- 3 Add 10% shipping unless vendor specified another rate
- 4 Provide 16-digit account code
- 5 Site the specific goal/objective met by the use of any categorical funds and all categorical requisitions must be forwarded to Curriculum

AUTHORIZED SIGNER

AUTHORIZED SIGNER

TITLE

TITLE

DATE

DATE

White Site
Yellow Requisitioner