

# MILFORD PUBLIC SCHOOLS

## Jay Rowe ~ Smooth Jazz

### STUDENT ACTIVITY FUND PURCHASE ORDER REQUEST FORM

**Purchase Order #:** \_\_\_\_\_  
(to be assigned after request approval)

**DATE REQUESTED:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**AMOUNT:** \$ \_\_\_\_\_  
(including shipping)

**VENDOR NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/ STATE/ ZIP:** \_\_\_\_\_

**TEL #:** \_\_\_\_\_  
(if new vendor)

**BRIEF DESCRIPTION OF ITEMS OR SERVICE TO BE PURCHASED:**

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL INSTRUCTIONS:** \_\_\_\_\_  
(any details regarding the order)

\_\_\_\_\_

**SUPERVISOR'S AUTHORIZATION:** \_\_\_\_\_

**Internal Use Only:**

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<input type="checkbox"/> Sent to vendor	<input type="checkbox"/> Sent to teacher	<input type="checkbox"/> Order complete / PL Rcvd
<input type="checkbox"/> Check request to StudAct	<input type="checkbox"/> Paid	