

Grand Oak Elementary PTA

PURCHASE REQUEST



SPECIFIC BUDGET LINE ITEM: _____

DESCRIPTION: _____

DATE REQUESTED: _____

DATE REQUIRED: _____

ORDER: ___ Online (Attach printout of order form) Website: _____

___ Store (Attach specific product info.) Store: _____

___ Catalog (Attach completed order form) Catalog: _____

****MUST ATTACH COMPLETED ORDER FORM OR COMPLETE THE BACK SIDE OF THIS FORM,
WHICHEVER APPLIES. ****

ORDER TOTAL: \$ _____

COMMITTEE CHAIR SIGNATURE: _____

PTA PRESIDENT SIGNATURE: _____

TREASURER:

CHECK NUMBER: _____ AMOUNT: _____ DATE PAID: _____

ORDER PLACED: _____ EST. DELIVERY: _____ CONFIRMED: _____

INSTRUCTIONS

1. Complete form.
2. Attach specific product information. (Name, quantity & price at a minimum.)
3. Obtain committee chair & PTA President's signatures.
4. Submit purchase request via the Treasurer's PTA Mailbox.
5. The Treasurer will notify you with delivery information.