



Pacific Charter Institute

PURCHASE ORDER REQUEST

School/Location

Requested By: _____
 Date of Request: _____
 Budget to Charge: _____

Notes: _____

Vendor Information

Name: _____
 Address: _____
 City, State ZIP: _____,
 Email: _____
 Phone: _____
 Fax: _____

Shipping Location: _____

#	QUANTITY	ITEM NO.	PRODUCT DESCRIPTION	UNIT COST	TOTAL
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Subtotal: _____

Completed By: _____

Sales Tax: _____

Shipping & Handling: _____

REMINDERS

- Please make sure the vendor accepts Purchase Orders
- Requests must be submitted by end of business day Friday, May 26, 2023
- ALL ITEMS for 2022-2023 PO Requests must be received by June 19, 2023
- Requests for 2023-2024 will be processed on or after July 1, 2023

Grand Total: _____