

GEORGE

WASHINGTON HIGH SCHOOL

PURCHASE REQUEST FORM

Please complete this form **BEFORE** purchasing any items for club/activity needs. ALL signatures must be obtained for items to be purchased.

DATE REQUESTED:

CLUB REQUESTING PURCHASE:

ACCOUNT NUMBER:

PURPOSE FOR PURCHASE:

VENDOR:

<u>ITEM DESCRIPTION</u> <u>(INCLUDE ITEM #)</u>	<u>PRICE PER UNIT</u>	<u>QTY NEEDED</u>	<u>TOTAL (PRICE x QTY)</u>
TOTAL AMOUNT REQUESTING			

Sponsor Signature:

Date:

Administrator Signature:

Date:

Treasurer Signature:

Date:

Purchase Date (to be completed by treasurer):
