

**COOLIDGE UNIFIED SCHOOL DISTRICT #21  
AUXILIARY OPERATIONS/STUDENT ACTIVITIES  
PURCHASE ORDER REQUISITION**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Club or \_\_\_\_\_ Account \_\_\_\_\_

Organization: \_\_\_\_\_ Code: \_\_\_\_\_

Purpose for Goods or Services Requisitioned: \_\_\_\_\_

This purchase is in accordance with the approval recorded in meeting minutes of

\_\_\_\_\_, 20\_\_\_\_\_, on file in the principal's office.

Signature of Student Council/Government Officer: \_\_\_\_\_

\*Signature of Student Council/Government Sponsor: \_\_\_\_\_

\*Signature of Sponsor: \_\_\_\_\_

Signature of Administrative Approval: \_\_\_\_\_

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

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

**CITY, STATE, ZIP:** \_\_\_\_\_

**NOTE: COPY OF THE STUDENT ACTIVITY MINUTES REFLECTING THIS PURCHASE MUST BE ATTACHED TO ALL 800 ACCOUNT EXPENDITURES.**

Quantity	Description	Catalog or Item No.	Unit Cost	Extension
			SUBTOTAL	
			TAX	
			FREIGHT/SHIPPING: Actual, if known)	
			or 10% of subtotal)	
			TOTAL THIS ORDER	

\*Signatures required from Student Government Sponsor and Club Sponsor.

**FUNDS CUSTODIAN USE ONLY**

**PURCHASE ORDER NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF FUNDS:** \_\_\_\_\_