

**PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT - PURCHASE REQUEST FORM - NON District Form - Site Use Only**

REQUISITION #	SCHOOL		DEPT ROOM				DATE				
REQUESTED BY	SPECIAL INSTRUCTIONS/REMARKS/JUSTIFICATION		Fund	Resource	Yr.	Obj.	Goal	Funct.	Site	Disc.	Disc.
APPROVED BY											
PROJECT DIR. APPROVAL	VENDOR #	SUGGESTED VENDOR AND ADDRESS (use only if outside purchase)							P.O. #		
BUDGET. APPROVAL	* Remember to add a line for shipping costs										
CAT. #	QTY	DESCRIPTION	COLOR	SIZE	UNIT PRICE	TOTAL					
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
AUDIT TRAIL				Add Row to Table		TOTAL:					