

Eagle Mountain Saginaw ISD Expenditure Request Form

Purchase Order

DPay

Date: _____

Date Needed: _____

Total Amount: _____

Person Making Request: _____

Requested Vendor: _____

Purpose for Request:

*Detail description of item(s)

*Documentation must be attached: invoice, brochure with prices, order form, etc

(TAPE smaller receipts to a separate sheet of paper)

Budget/Activity name AND account code to be charged:

Requestor's Signature

Club Officer's Signature

Secretary's Signature

Expenditure Request Form Instructions

The purpose of the PO Request form is for your benefit to ensure necessary people are informed of all purchases made and should be completed by the requestor:

Form Instructions:

- ❖ **Purchase Order/DPay** – Indicate which is needed
- ❖ **Person Making Request** – The person requesting a Purchase Order or DPay should complete this form
- ❖ **Requested Vendor** – Name of the company supplying goods or service
- ❖ **Purpose of Request** – Reason for the PO with detailed description of items
- ❖ **Budget/Activity name AND account code to be charged** – Teacher/Sponsor indicate the name of the Activity to be charged and Secretary indicates the account code to be charged
- ❖ **Requestor's Signature** – Person requesting the Purchase Order MUST sign this request form
- ❖ **Secretary's Signature** - Secretaries MUST sign this request form
- ❖ **Club Officer's Signature** – A club officer MUST sign this request form when using Student activity funds