

LEWISTOWN SCHOOL DISTRICT No. 1 LEWISTOWN, MT 59457

REQUEST FOR PURCHASE AUTHORIZATION

TO BE COMPLETED BY SECRETARY: Purchase Req # DISTRICT												RICT
<i>P-Card (last 4 digits):</i> () PO# R								equest Date:				
Location: □ FHS □ FOOD □ GA □ HP □ IMC □ LJHS □ LC □ MAINT □ TEC							H □TRAÌ	NSPOR	RT			
Requestor:												
Budget/Dept: D								ate Needed: _				
Vendor:												
Address:												
Comments:												
Quantity	Items to be Purchased and Unit Size ** Complete Description - or attach quote or order cart If order is to be split into different budget codes, please note which items.								Unit Price		Total Amount	
						Freight -	Estimate	d Shipping	/Handling:			
3 3 5										Total Amou	nt \$	
									Requ	uisition Amount(s)		
Budget Code(s):			-		-	-		-	-		\$	
			-		-	-		-	-		\$	
			-		-	-		-	-			
			-		-	-		-	-			
			-		-	-		-	-		\$	
Requestor Signature:						Date:						

White - Secretary Copy

Canary - File Copy

Pink - Advisor Copy