

**LEWISBURG MIDDLE SCHOOL  
REQUEST FOR PURCHASE ORDERS**

***THIS FORM MUST BE COMPLETED FOR ALL PURCHASES  
(TO INCLUDE FIELD TRIPS)***

DATE REQUESTED \_\_\_\_\_ VENDOR NAME AND ADDRESS \_\_\_\_\_  
REQUESTED BY \_\_\_\_\_  
ACCOUNT \_\_\_\_\_

| QUANTITY | ITEMS | PER ITEM | TOTAL |
|----------|-------|----------|-------|
|          |       |          |       |
|          |       |          |       |
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|          |       |          |       |
|          |       |          |       |
|          |       |          |       |

**AMOUNT OF PO REQUEST** \_\_\_\_\_

**ADDITIONAL COMMENTS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPROVED BY** \_\_\_\_\_ **DATE PD.** \_\_\_\_\_ **CHECK#** \_\_\_\_\_

**NOTE: ALL ORDERS MUST HAVE SUPPORTING DOCUMENTS ATTACHED** (example—order form, field trip brochure, etc.) **BE SURE TO MAKE A COPY FOR YOUR FILES.**