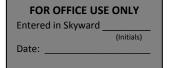


2012



SUMMER SCHOOL PURCHASE REQUEST FORM

This form is used to request a purchase for summer school. This form should be used when ordering supplies, equipment, etc. Vendor order forms can be used and attached to this form. Once you have completed the form please send it to Cindy Fairfield in the Summer School office at the Luther Administration Building. Please call the summer school office at ext. 8872 if you have any questions.

REQUESTED BY:			DATE:			
•		(Staff Member)				
VENDOR:		(Building / Site)	(G	rade, Department, Program)		
			TELEPHONE #:			
		(Name of Company)				
		(Address)	_		 	
		(City, State, Zip)	_ FAX #:			
		(City, State, Zip)				
				UNIT	TOTAL	
QTY.	CATALOG #	ITEM 8	& DESCRIPTION	PRICE	COST	
f let 11 of 1997			1	Total Total Total From Back of Sheet		
[] Check here if additional items are ordered on		+ Shipping And Handling (if unknown, use 10%)				
additional sheets.			= GRAND TOTAL			
				_		
ACCOUN	NT CODE: 10 - 800	- 411 - 120000 - 000 =				

SUBMIT THIS COMPLETED FORM TO CINDY FAIRFIELD IN THE SUMMER SCHOOL OFFICE AT THE LUTHER ADMINISTRATION BUILDING.

(Grand Total)

(Revised February 2012) Form ID: SSPO

ADDITIONAL ITEMS

QTY.	CATALOG #	ITEM & DESCRIPTION	UNIT PRICE	TOTAL COST	
Total This Page					

(Revised February 2012) Form ID: SSPO