

		<b>Instructional Materials</b>		<b>Food/Parent Involvement</b>
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Vendor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

School-Program: \_\_\_\_\_  
 Your Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Shipping Address: \_\_\_\_\_

----- Budget Code -----

School Number	Code	Object Code	Course Code

List quantity, description and cost of items to be ordered below, or attach a separate order form when provided.

Quantity	Description	Unit Cost	Total Cost
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

How does this purchase/activity support the goals of Title I? Be specific.

<b>Subtotal</b>	\$ -
<b>Discount</b>	
<b>Delivery</b>	
<b>TOTAL</b>	\$ -

*This signature does not grant permission or authorization. It affirms knowledge of request.*

**Principal's Signature** \_\_\_\_\_

**Date Signed** \_\_\_\_\_

**Approval Documentation for District Use Only**

**Purchase Order Number**

Accounting Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_