

**UNIVERSITY HIGH SCHOOL
2611 E. MATOIAN WAY M/S UH134
FRESNO, CA 93740**

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|-------------------------|
| PURCHASE ORDER # |
|-------------------------|

CHECK ONE:

- PURCHASE REQUISITION
- CHECK REQUEST
- SCHOOL CREDIT CARD

**REQUISITION
(THIS IS NOT A PURCHASE ORDER)**

EMAILED: _____
office use only

VENDOR NAME: _____ **VENDOR PHONE#:** _____

ADDRESS: _____ **VENDOR FAX #:** _____

_____ **VENDOR WEBSITE:** _____
NEW VENDOR INFO.

| Quantity | Unit Cost | Catalog Code # | Description | Total Item Cost |
|----------|-----------|----------------|-------------|-----------------|
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Subtotal: _____

Tax: _____
(SALES TAX: 8.35% - ADD SALES TAX EVEN IF OUT OF STATE)

Shipping: _____
(ADD A REASONABLE SHIPPING QUOTE)

Total Purchase Cost: _____

PERSON REQUISITIONING NAME: _____

PERSON REQUISITIONING SIGNATURE: _____

DATE: _____

DEPARTMENT CHAIR SIGNATURE: _____

DATE: _____

SUPERINTENDENT/PRINCIPAL SIGNATURE: _____

DATE: _____