

**For Office Use Only:**

\_\_\_\_\_ Admin Approval

\_\_\_\_\_ Email Sent

\_\_\_\_\_ Items Received

# PURCHASING REQUEST FORM

*Spartanburg Christian Academy*

**Instructions: Complete form and route to the financial office for approval.  
All purchases must be approved prior to placing an order.**

Name \_\_\_\_\_ Date Requested \_\_\_\_\_

**Total amount requested for purchase order or check request: \$ \_\_\_\_\_**

**Purchase Order Request**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

*List items ordered below (if needed, attach separate sheet with all information)*

Item	No. Ordered	Price of each	Total
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

**Check Request – (Attach the original receipt and one copy of receipt to this form.)**

*\*Must be turned in by 12:00 p.m. on Monday to receive a check on Thursday.*

Reimbursement (please explain): \_\_\_\_\_

Check needed for (please explain): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_