Shonto Preparatory School
Business Office
P.O. Box 7900 East Hwy 160 & Route 98
Shonto, Arizona 86054
Phone: (928) 672-3500 Fax: (928) 672-3501

Purchase Order Revision Request Form

Vendor Information	Purchase Information
Address:	Purchase Order Number:
Phone:	Department:
Fax:	Supervisor Initial/ Date:
Point of Contact Person:	Administrative Assistant Initial/ Date:
E-mail address:	Date of Request by Admin. Asst.:

Qty.	*Unit*	*Item #*	*Description*	*Acct. #*	*Unit*	*Total*

PO Original Total:	
Amount to be added:	
Tax:	
Shipping/ Handling/ Freight:	
Grand Total:	

☐ **Approved** ☐ **Disapproved**

Department Supervisor Signature/ Date

Business Manager Signature/ Date

Revised 06/29/2020 db