

SHONTO PREPARATORY SCHOOL BUSINESS OFFICE

P.O. BOX #7900, EAST HWY 160 & ROUTE 98 , SHONTO AZ 86054

PHONE: (928) 672-3532 FAX: (928) 672-3501

PURCHASE ORDER (PO) REVISION						
VENDOR INFORMATION				REQUISITION INFORMATION		
ADDRESS: _____ _____ _____ PHONE: _____ FAX: _____ CONTACT: _____				PURCHASE ORDER #:		
				REQUISITIONER:		
				SUPV. INITIAL/DATE:		
				DEPARTMENT:		
				DATE OF ORDER:		
				BUDGET FY:		
				DELIVERY DATE:		
QTY	UNIT	ITEM #	DESCRIPTION	ACCT NUMBER	UNIT	TOTAL
NOTE: ATTACH ORIGINAL PO AND SUPPORTING DOCUMENTATION NEEDS				Sub-total (Add to Original)		
				Tax:		
				Shipping/Handling (Freight):		
				PO ORIGINAL TOTAL:		
				GRAND TOTAL		

_____ Approved

_____ Disapproved

BUSINESS MANAGER SIGNATURE/DATE

SUPERINTENDENT SIGNATURE/DATE