

**Westlake High School
PURCHASE CARD REQUEST**

TODAY'S DATE _____ **Requesting Teacher** _____

DATE NEEDED _____

ADMIN APPROVAL _____

Description	Vendor	Account	Amount
		SHIPPING?	\$
Bid Sheet Required if any ONE item is over \$1,000 OR if total of all items is over \$5,000		TOTAL	\$

Department Approval

Booster Approval Signature _____

Booster Approval Signature _____

ACCOUNT INFORMATION

Available Balance \$ _____

Balance After Purchase \$ _____

Income Statement Attached? Y / N