

Purchase Card Request

Westlake High School

Date _____

Requesting Teacher _____

Description of Items to be Purchased	Account to Bill	Amount

Total Amount _____
Not to exceed \$1000.00

Date Card is Needed

Principal Approval _____

VOCATIONAL APPROVAL SIGNATURES

Department Approval _____

District Approval _____
(Required for Equipment Items)

EQUIPMENT INVENTORY

Item # _____ Dept _____ RM _____

Quantity _____ Sch Code _____ Date _____

Class Code _____

Make _____ Serial # _____

Ad Inf _____

Replaces Item _____

Cost \$ _____