

**Westlake High School  
PURCHASE CARD REQUEST**

**TODAY'S DATE** \_\_\_\_\_ **Requesting Teacher** \_\_\_\_\_

**DATE NEEDED** \_\_\_\_\_

**ADMIN APPROVAL** \_\_\_\_\_

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

Department Approval

Booster Approval Signature \_\_\_\_\_

Booster Approval Signature \_\_\_\_\_

**ACCOUNT INFORMATION**

**Available Balance \$** \_\_\_\_\_

**Balance After Purchase \$** \_\_\_\_\_

**Income Statement Attached? Y / N**