



DUNCAN PUBLIC SCHOOLS
PO BOX 1548
DUNCAN, OK 73534-1548
PHONE: 580-255-0686 FAX: 580-252-2453

ACTIVITY FUND PURCHASE ORDER REQUISITION AUTHORIZATION

FY _____ ACTIVITY FUND ACCOUNT NUMBER: _____

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR PHONE & FAX NUMBERS: _____

DESCRIPTION/PURPOSE OF ITEM(S) OR SERVICE: _____

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
SHIPPING				
TOTAL PURCHASE				

**** If single item to purchase is equal to or greater than \$7,500.00, please attach at least 3 written quotes.**

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

1. Are the requested items to be used for **STUDENTS** [] or **STAFF** [] or **OTHER** []?
2. Are the requested items to be used in any way for a **FUNDRAISER**? **YES** [] **NO** []
 If yes, has the **FUNDRAISER** been board approved? **YES** [] **NO** [] If yes, date of approval: _____

REQUESTED BY: _____ DATE: _____

PRINCIPAL/ADMINISTRATOR: _____ DATE: _____