

*** * PURCHASE VOUCHER * ***

Today's Date _____ Date Needed _____

Person Originating Request _____ phone _____

Name of Group (if applicable) _____

Reason for request: _____

Amount \$ _____ (shipping included) Vendor / Company _____

I will be responsible for ordering / purchasing these items.

I will need the credit card for this purchase.

Please use the attached information and order these items.
(see other side of this form for simple requests)

SIGNATURE _____

(THERE MUST BE MONEY IN YOUR ACCOUNT TO COVER REQUEST)

ACCOUNT # _____

MUST BE INCLUDED

PRINCIPAL'S APPROVAL _____ **Date:** _____