

HUNTER HIGH SCHOOL

SCHOOL GENERATED MONIES/DISTRICT MONIES

Today's Date: _____ Date Needed by: _____

Requested by _____ School Acct. _____ District Acct. _____

Reimbursement Purchase Order Other _____

	Warehouse Stock #	Quant.	Unit	Description (Outside warehouse: list catalog. # Model #, color, size, etc.)	Unit Price	Extended Cost
1						\$0.00
2						\$0.00
3						\$0.00
4						\$0.00
5						\$0.00
6						\$0.00
7						\$0.00
8						\$0.00
9						\$0.00
10						\$0.00
11						\$0.00
12						\$0.00
13						\$0.00
14						\$0.00
Vendor:						\$0.00

Purchasing Procedure: Please follow Memo No. 18 in the Teacher's Manual for purchase of supplies or equipment.

0-\$499 (Two phone quotes needed. Warehouse items should be used whenever possible. District bids & State Contracts should be used, if possible. One of your quotes, if equipment, should be GS District Purchasing Department - 268-8518)

1. _____ 2. _____

3. District Purchasing Dept. for help (268-8518)

\$500 - \$4,999 (Same restrictions & requirements as listed above. Three written or faxed quotes by school.

1. _____ 2. _____

3. _____

Approved _____ Department Chairman's Signature	Approved: _____ Principal's Signature
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