

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**

School: \_\_\_\_\_

**PURCHASE REQUISITION - PRE AUTHORIZATION**

Your Name: \_\_\_\_\_ Date \_\_\_\_\_

Dept./Fund to Charge \_\_\_\_\_

Select One Below

OFFICE, PREPARE A PURCHASE ORDER _____	I WILL SELF-PURCHASE AND SUBMIT FOR REIMBURSEMENT _____
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Is this for Curriculum software from Measure A? Yes \_\_\_\_\_ No \_\_\_\_\_

*If yes, requires Curriculum Director approval prior to purchase*

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Page#	Quantity	Unit	Catalog No.	Item Description	Price	Extension

Subtotal: \_\_\_\_\_  
 Sales Tax 8.75% \_\_\_\_\_  
 Shipping 12%min. \_\_\_\_\_  
 Total \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_  
 Approved by Principal:

\_\_\_\_\_ Date \_\_\_\_\_  
 Director of Curriculum (only required for curriculum software from Measure A)