

Purchase Card Request

Willowcreek Middle School

Date _____

Requesting Teacher _____

Description of Items to be Purchased

Account to Bill

Amount

Total Amount _____

Not to exceed \$500.00

DATE CARD IS NEEDED

Principal Approval _____

VOCATIONAL APPROVAL SIGNATURES

Department Approval _____

District Approval _____
(Required for Equipment Items)

EQUIPMENT INVENTORY

Item # _____ Dept _____ RM _____

Quantity _____ Sch Code _____ Date _____

Class Code _____

Make _____ Serial # _____

Ad Inf _____

Replaces Item# _____

Cost \$ _____