

Green Oaks High School
2550 Thomas E. Howard Sr. Dr.
Shreveport, LA 71107
(318) 425-3411
Fax (318) 425-3414

Purchase Order

Date: _____

Number _____



{School purchases may not be made without prior written approval of the Principal. Purchases made by teachers, school employees or by any other person that have not been specifically authorized by the Principal are solely the responsibility and obligation of the individual making such purchases. }

"No other purchases should be added without the written approval of the Principal"

VENDOR:

Teacher: _____

Are funds available for this purchase?

Yes _____ No _____

Account Charged: _____

QTY.	DESCRIPTION	UNIT PRICE	TOTAL

SUBTOTAL: _____

SHIPPING: _____

TOTAL _____

Principal's Signature of Approval

Reason for Request: _____
