

EAST HOLLYWOOD HIGH SCHOOL EXPENDITURE AUTHORIZATION FORM

(attach price quotes, P.O., and invoice/ receipt to form)

Date: _____ Reason for expenditure: _____

Teacher or Dept. _____

Purchase From/Pay To:

Company/Name: _____ ▶ Recommended price quotes on all expenditures.
 _____ ▶ Three verbal price quote required above \$1000.00 (attach)

Address: _____ ▶ Three written quotes required above \$1000. (attach)

(Give copy of bids to Ryan Marchant, Accounting)
 (Accounting Dept. processing is required at \$1500)

If new vendor:

Tax ID # _____ Phone: _____ Fax: _____

<u>SKU #</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total</u>

Grand Total _____

Check One: _____ Payment Method → Check To: _____
 _____ School Purchase Order _____ Personal/Individual _____
 Required at \$250. credit card used (attach original receipts)
 Attach bids. Required
 Under \$250 if not on
 School Purchase Order _____ Reimbursement/Refund

-Office Use Only – Account #'s

Account Name: _____ Prog. _____ Func. _____
 Account Name: _____ Prog. _____ Func. _____

Approval signatures are required BEFORE processing P.O. or payment

Administrative Assistant/Department Head _____ Principal _____

Office Use Only

Requisition Number: _____ PO Number: _____
 Check Number: _____ Check Date: _____