Pre-Approval for Purchase Order Request

Print Form

Student Support Services
Mat-Su Borough School District
501 N Gulkana St.
Palmer, AK 99645
P (907) 746-9221 or (907) 761-4068

Location

Staff

Unit Administrator's Signature Date

☐ Approved ☐ Denied ☐ On Hold

Special Instructions: Only typed forms will be accepted. Email all completed Pre-Approval for Purchase Order Requests to Student Support Services. Attach quote with shipping if applicable.

Vendor Name | Vendor #

Vendor Address | City, State | Zip Code

Website | Phone | Fax

Account Codes: *Will be completed by SSS office staff.*

A.

B.

C.

D.

ACCT	ITEM #	DESCRIPTION	QTY	UNIT COST	TOTAL COST
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00
					$ 0.00

Sub Total $ 0.00

Freight

Grand Total $ 0.00

Requisition Number