

# Eagle Mountain Saginaw ISD Expenditure Request Form

Purchase Order

DPay

Date: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Requested Vendor: \_\_\_\_\_

Purpose for Request:

\*Detail description of item(s)

\*Documentation must be attached: invoice, brochure with prices, order form, etc

*(TAPE smaller receipts to a separate sheet of paper)*

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Budget/Activity name AND account code to be charged:

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\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Club Officer's Signature

\_\_\_\_\_  
Secretary's Signature

## **Expenditure Request Form Instructions**

The purpose of the PO Request form is for your benefit to ensure necessary people are informed of all purchases made and should be completed by the requestor:

Form Instructions:

**Purchase Order/DPay** – Indicate which is needed

**Person Making Request**