



LCC HIGH SCHOOL  
FOUNDATION

# PURCHASE ORDER

**INSTRUCTIONS:**

- This request must be completed & approved by the Executive Director prior to making any purchases over \$1,000
- Please complete steps 1 - 3 & submit the request to the Foundation Office. Please print clearly.
- After approval, you will receive a confirmation with a Purchase Order #, you can now make purchases or request to have the Foundation purchase the item(s) directly.

**1. REQUESTER INFORMATION:**

Purpose: \_\_\_\_\_  
 Club/Team/Committee/Dept.: \_\_\_\_\_  
 Requester Name: \_\_\_\_\_ Role: \_\_\_\_\_ Phone# \_\_\_\_\_

**2. VENDOR INFORMATION:**

Vendor Name: \_\_\_\_\_ Contact Info. (phone/email): \_\_\_\_\_  
 Vendor Address: \_\_\_\_\_

**3. PURCHASE INFORMATION:** *Please attach documentation of estimated cost of proposed purchase.*

Qty	Description	Unit Price	Total Amount
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Subtotal			\$
Sales Tax			\$
Shipping			\$
Grand Total			\$

Is this a budgeted item? YES      No      If No, explain need: \_\_\_\_\_

Would you like the Foundation to purchase the item(s) directly?      YES      No, I will submit for reimbursement

**4. SIGNATURES:**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by: Coach/Department Head \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by: Executive Director / Exec Committee Member \_\_\_\_\_ Date: \_\_\_\_\_

**FOUNDATION OFFICE USE ONLY:**

PO#: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Code#: \_\_\_\_\_