

SCHOOLNAME HIGH SCHOOL

ATHLETIC PURCHASE REQUEST FORM

Use one form for each vendor. Please include all requested information or the form will be returned to for necessary corrections.

Name of Vendor

Order Address of Vendor

City, State, Zip Code

Telephone number/Fax number

# of Items	Description of Items	Per Item Cost	Total Cost

of items: include the number requested by the vendor, i.e., if in lots of 12, and you want 24, put 2 lots; if individually sold, put 24.

Description: description of the item by model number and brand name, all colors needed, i.e., trim numbers, main color, sizes for uniforms, placement of numbers on uniforms and sizes of numbers, placement of trim and logos.

Per item cost: the cost of each item. Vendors may give you a unit cost that includes the trim and numbers or may list those costs individually when they give you a quote.

Total cost: include the total cost of each separate item being ordered as well as a grand total cost circled at the bottom of the request.

Signature of Head Coach

Date submitted to AD