



Twain Harte School District Purchase Request Form

VENDOR

Name: _____
Address: _____
Phone: _____
Website: _____

BUDGET: ☐ Classroom Supply Budget

REQUESTOR

Name: _____
Date: _____
Room #: _____

☐ Other: _____

QUANTITY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL

Special Instructions:

Sub-Total

Tax

Shipping

Other

TOTAL

URL Link to Online Shopping Cart/Wishlist*:

*If available, please attach a print out of your shopping cart/wish list when submitting a hard copy of this form

To Be Completed By District Office

Superintendent

Approval: _____

Date: _____

Account Code: _____

AP/Business

Purchased: _____

☐ AP Warrant

☐ Credit Card

Date: _____

Purchase Request Form Instructions

This form should be used by teachers for all purchase requests BEFORE placing an order or committing district funds. Purchases made without prior approval, including those paid for with a personal payment method, may not be reimbursed. The use of online shopping carts or wish lists is *highly* encouraged.

1. **VENDOR** – List the name and contact information of the vendor. List only the vendor name for online marketplaces like Amazon, Walmart, ODP Business Solutions etc.
2. **REQUESTOR** – Fill in your name, date, and room number. Items should be received and verified by the District Office before they are delivered to your room.
3. **BUDGET** – If you are not using your teacher/classroom supply budget, please provide a description of what funding source to use. Examples: ELO-P, CTE, Athletics, Speech, Special Education, GATE, Art, Music, Professional Development, Summer School, etc.
4. **ITEMIZED LIST** – If you can include a link to an online shopping cart or wish list at the bottom of the form, simply write “refer to shopping cart/wish list” on the first line of the form. Otherwise, please list each item and provide as much detail as possible. Examples to include: color, sizing, “packs of 10”, etc. Provide an item or product number if available. List the tax and shipping and any other costs at the bottom if available, or leave those blank if they are unknown.
5. **SHOPPING CART / WISH LIST URL** – Links to your online shopping cart or wish list can be emailed directly to the District Office if you are submitting a hard copy of this form. Attach a printout of the shopping cart/wish list to the form if possible. Or you can copy and paste the link in the fillable field at the bottom of the form if you’re submitting via email.
 - a. ODP Business Solutions: Note you have a PO waiting for approval. List the order total.
 - b. Quill: Place items in “shared cart” (top right of the homepage). Email District Office when you have items to approve.

Two Options for Submission:

1. Print a hard copy, attach a printout of your shopping cart or wish list (if possible), and turn it in to the District Office. Please email any shopping cart or wish list URL links separately.

OR

2. Email the PDF version of your form directly to the District Office.

Updates on the remaining balance in your classroom supply budget will be provided with each purchase request. Please note, this balance will not include any outstanding reimbursement requests. Unused funds do not carry over to the following school year. All purchase requests for the current school year must be submitted by **May 15th**.