

Lakewood Athletics P.O. Request Form

P.O. Request form must be submitted to the Athletic Office before Purchases are made

Requested by: _____ Date: _____

A. Is this a reimbursement? If Yes, please provide a name and skip B, H, I. If no start with B-J.	<i>All PO requests should be turned in at least <u>7 business days</u> prior to purchase in order to give the Athletic Department sufficient time to process the request.</i>	
B. Sport		
C. Item to be purchased (please include details)		
D. Fundraising Account to be used		
E. Date to be Purchased		
F. Amount		
G. Invoice (attach invoice before ordering) or Reimbursement		
H. Vendor to be Used		
I. Vendor Established with Lakewood Athletics (Mark an "X")	Yes	No- If "No" it will take at least 3-5 days to establish the company as a new vendor.
J. If new vendor or reimbursement, provide the following information in the box to the right.	Name	
	Address	
	Phone Number	
	Tax ID/ SSN	

Approved: _____ Date: _____