

# Springfield Public Schools Foundation

## Purchase Order Request Form

Please complete the following request form to request a purchase order number for any Foundation grant order. Purchase orders will be issued as quickly as possible once the completed request form is received in the Foundation's office. Please allow two weeks time for turn around on purchase order number requests.

- Forms may be sent electronically or via inner office mail. Electronic submission is preferred.
- New purchase order requests need to be in the Foundation's office no later than the close of business on April 14, 2017. No new purchase orders will be issued after April 28, 2017 for the 2016-2017 school year.
- Please call the company prior to filling out this form to determine if they will need a verbal or written purchase order.
- For written POs: Attach a completed copy of the company's order form to this document then mail or email to the attention of Julie Hammers at 1900 or [jhammers@sps186.org](mailto:jhammers@sps186.org). The PO will be created and sent directly to the company from the Foundation's office.
- For verbal POs: Mail or email a completed copy of this document to Julie Hammers at 1900 or [jhammers@sps186.org](mailto:jhammers@sps186.org). A copy of this form will be returned, with purchase order number included, to the requestor to place the order.
- Questions regarding this process should be directed to Julie Hammers at [jhammers@sps186.org](mailto:jhammers@sps186.org) or 217/525-4406.

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

School: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company Name for Purchase Order: \_\_\_\_\_

Company Address for Purchase Order: \_\_\_\_\_

Company Phone Number and Fax Number: \_\_\_\_\_

Amount of Order (including S&H): \_\_\_\_\_

Does the company require a written purchase order? \_\_\_\_\_

Have you been working with a rep from the company on your order? \_\_\_\_\_

If yes, please provide his/her name: \_\_\_\_\_

Date Rcv'd: \_\_\_\_\_

PO Number: \_\_\_\_\_

Date Invoice Rcv'd: \_\_\_\_\_