

Westwind Alternate School PO Request Form

Phone# 403 653-1547

Fax# 402 653-1548

DATE : _____

Requested By: _____ **Acct #** _____

VENDOR: _____ **Quote #** _____

Address: _____ **Contact:** _____

_____ **Phone #** _____

Qty	Description	GST	Total w/GST
TOTAL			

APPROVAL INFORMATION

Facilitating Teacher

Date

Instructions for PO Request Form Completion/Submission

1. Obtain info from vendor: phone, quote, email 2. Complete form	3. Submit form to facilitator for approval 4. Upon approval form send to Acct. Dept.
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