

Page \_\_\_ of \_\_\_

Purchaser Order  
Number

### PURCHASE REQUEST FORM

HANCOCK COUNTY BOARD OF EDUCATION  
83 STATE ROUTE 271 N.  
HAWESVILLE, KY 42348  
(270) 927-6914

School: Hancock County High  
Requested by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date Received: \_\_\_\_\_

VENDOR INFORMATION Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

ITEM #	QTY	DESCRIPTION	CODE (Fund)	UNIT PRICE	TOTAL

FOR CENTRAL OFFICE USE ONLY			
ORG _____	OBJ _____	PROJ _____	TOTAL _____
ORG _____	OBJ _____	PROJ _____	TOTAL _____
TOTAL _____			

SUB TOTAL \$ \_\_\_\_\_ -  
SHIPPING & HANDLING \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_ -

Authorization For Purchase \_\_\_\_\_  
Final Approval \_\_\_\_\_, Finance Officer  
(Purchases over \$1,000) \_\_\_\_\_, Superintendent

Entered & Returned  
for Processing  
\_\_\_\_\_

(After receiving authorization for purchase by your school principal, grant coordinator, etc., the purchase order will be forwarded to the Central Office for final approval. Once approved and encumbered in the MUNIS system, the purchase order will be re

Bill To:	Hancock Co. Board of Education 83 State Route 271 N. Hawesville, KY 42348	Ship To:	Hancock County High School 80 State Route 271 South Lewisport, Ky 42351
	Purchase Order Number _____		_____