

Janney Elementary School Check/Supply Request Form

4130 Albemarle St., NW, Washington, DC 20016
(202) 282-0110 - Phone / (202) 282-0112 - Fax

Date:

Name: _____ Phone #: (____) _____ Date: _____

Directions: Complete either the Check Request or Supply Order portions of this form. You need a separate form for each supply vendor. Attach receipts, bids, or other material and submit both copies for approval. The pink copy will be returned to you when the order is approved. Teachers and staff submit to the principal. Others submit to PTA President, Treasurer, or Committee Chair.

Check Request

Make check payable to: _____ Amount \$ _____

Description/Purpose: _____

Return to me Mail to: _____

Supply Order

Vendor: _____

Address: _____

_____ Phone: (____) _____

Description/Purpose: _____

<u>Qty</u>	<u>Description</u>	<u>Page #</u>	<u>Catalog #</u>	<u>Unit Price</u>	<u>Total Price</u>
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
				Total	\$ _____

Action

- Approved
 Check attached
 Check sent as requested
 Items will be ordered
 Approved for you to order
 Not Approved. Reason _____
 Other _____

Signature: _____ Date: _____

For Bookkeeper Use:

Date Paid: _____ Check #: _____

Account: _____

Comments: _____

Check No.

Vendor