

PO NUMBER ASSIGNED: \_\_\_\_\_

***GREENWOOD ISD***

**WORKSHOP PURCHASE ORDER REQUEST**

Today's Date: \_\_\_\_\_

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

Campus: \_\_\_\_\_

Grade/Subject Taught: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

**Vendor to be Paid:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_

**Total Amount for this Purchase Order:** \_\_\_\_\_

This amount includes (registration fee, for example):

\_\_\_\_\_

Workshop Title: \_\_\_\_\_

Workshop Number: \_\_\_\_\_

Workshop Date: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_  
Principal/Supervisor      Date

\_\_\_\_\_  
Curriculum Director      Date

\_\_\_\_\_  
Assistant Superintendent/  
Business Manager      Date

Fund    Function    Object    Sub    Org    Yr    Prog      Amount

\_\_\_\_\_