Purchase Order Request Form PO#

**ALL INFORMATION IS NEEDED BEFORE ORDER CAN BE PROCESSED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department: Program: Activity Expense Category: | Requested By: Date: Date Needed: Expedite Shipping? **\_**  Included in Approved Budget? Y N  Grant: Restricted Funds? Y N | | | | |
| Purpose/Use: | | | | | |
| Vendor Name: |  | Quote No: Terms: | | |  |
| Address: | | | | | |
| Contact Person: | | Phone No: | | | |
| Email: | | Fax No: | | | |
| DESCRIPTION | | ITEM# | QTY | UNIT PRICE | TOTAL PRICE |
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| **Billing/Delivery Address:** |  |  | TOTAL REQUESTED: | |  |
| **Duke Ellington School of the Arts** |  |  |  | SHIPPING: |  |
| **Attn: Deidra Bell/Finance Department** |  |  | PRICE ADJUSTMENTS: | |  |
| **3500 R Street NW** |  |  | ADJUSTED TOTAL: | |  |
| **Washington, DC 20007** |  |  | REMAINING BUDGET  AVAILABLE: | |  |

Approvals

|  |  |
| --- | --- |
| **DEPARTMENT CHAIR:** |  |
| **DIRECTOR:** |  |
| **PRINCIPAL:** |  |
| **CFO:** |  |
| **CEO:** |  |

FORM GUIDELINES

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT** | **10** Mgmt & Gen Admin  **20** Development | **50** Academics  **60** Arts |
|  | **100** Ellington Fund | **533** English |
|  | **410** Special Ed | **534** Social Studies |
|  | **420** Media Center | **535** World Languages |
|  | **430** Counselors | **536** Phys Ed/Health600 Building Ops |
|  | **440** Student Services | **601** Dance |
|  | **470** Building Maintenance | **602** Instrumental |
| **PROGRAM** | **501** Admissions | **603** Literary Media |
|  | **502** Registrar | **604** Museum Studies |
|  | **506** Arts Administration | **605** Theatre |
|  | **530** Academic Administration | **606** Visual Arts |
|  | **531** Math | **607** Vocal |
|  | **532** Science | **609** TDP |
|  | Radical Elite | Student Exhibit |
|  | Show Choir | March for the Arts |
| **ACTIVITY** | Sophisticated Ladies  Dance Concert | Founder's Day  PARCC Testing |
|  | Opera Workshop | Senior Class |
|  | Sr Showcase | Graduation |
|  | Competitions | Annual Gala |
|  | **5100** Consultant Svcs | **5610** Production Costs |
|  | **5145** Catering | **5615** Costuming |
|  | **5300** Travel/Hotel/Air | **5616** Custodial Supplies |
|  | **5340** Prof. Develop. | **5619** Food Supplies |
|  | **5520** Repairs/Maintenance | **5620** Postage |
| **GL ACCT #/** | **5540** Equipment Purchase | **5625** Fedex/Courier Services |
| **EXPENSE CATEGORY** | **5545** Musical Instrument Exp | **5630** Printing Svcs |
|  | **5547** Computer Purchase | **5705** Awards/Gifts |
|  | **5600** Office Supplies | **5710** Dues/Fees |
|  | **5602** Reference Materials | **5715** Student Testing |
|  | **5605** Art Supplies | **5720** Books/Publications |
|  | **5609** Music Supplies | **5900** Security Services |
| **REMAINING BUDGET AVAILABLE** | Budget Questions? See the CFO |  |
| **APPROVALS:** |  |  |
| **DEPARTMENT CHAIR/DIRECTOR** | Approval needed on all purchase requests | |
| **PRINCIPAL** | Approval needed if outside the approved budget for School related purchases | |
| **CEO** | Approval needed if outside the approved budget for Institutional/Building purchases | |