Request for Purchase Order

SUMMIT ACADEMY

☐ LEA ☐ Draper ☐ Independence ☐ Bluffdale ☐ SAHS

Purchases $1,000.01 and above (3 quotes are required)

Requested by		Quote Requesting:	
Position		Reason:	
Acct/Program			
Date			

	Quote 1	Quote 2	Quote 3
Vendor			
Address			
Phone#			
Quoted by			
When			
Terms			

		Quote 1		Quote 2		Quote 3	
QTY	**Item Description**	Unit Cost	TOTAL	Unit Cost	TOTAL	Unit Cost	TOTAL
	TOTAL		**TOTAL**		**TOTAL**		

Administrative Approval Signature:

Approved Quote **Quote 1** ☐ **Quote 2** ☐ **Quote 3** ☐