Prepare to Learn ... Then Succeed

Mingus Union High School
1801 East Fir Street
Cottonwood, AZ 86326
(928) 634-8901

REQUEST FOR PURCHASE ORDER
DISTRICT FUNDS

Pamela Iose 3/4/2014

414 W Mesquite Dr Contact:

Cottonwood AZ 86326 Telephone:
City State / Zip

Fax:

Quantity	Description		Total
1	Registration Fee: School Nutrition Assoc Annual Training Conf 7 Jul 11-17	$425.00	$425.00
6	Night hotel room Boston, MA	$219.00	$1,314.00
1	Pre Conference Course: Serving it Safe OR Meeting Profession Reqs.	$99.00	$99.00
1	Roundtrip Airfare	$500.00	$500.00
1	Roundtrip Shuttle to & from airport to hotel	$30.00	$30.00
214	Roundtrip Mileage to & from airport to MUHS	$0.45	$95.23
5	Days reimbursement breakfast	$11.00	$55.00
5	Days reimbursement lunch	$16.00	$80.00
5	Days reimbursement dinner	$27.00	$135.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
		Subtotal	$2,733.23
	Hotel Taxes 15%	**Tax**	$197.00
		Freight	$0.00
		Total	$2,930.23

Budget Code: **510**

P.O. #:

Signature of Staff Member Making Reque

☐ **Verbal Quotes Required ($5,000-$15,000.00)**
(see vendors and quotes listed on back)

Department

☐ **Written Quotes Required ($15,000-$32,700.00)**
(see attached quotes)

Signature of Department Chair / Supervising Administrator

Revised 7/27/04

Signature of Supervising Administrator / Principal

Verbal Quotes (required for individual items or single-vendor purchases ($5,000 - $15,000)

Vendor	Vendor Address	Vendor Telephone	Description	Quote