

Office Use Only:
 PO # _____
 Date: _____ Initial: _____

REQUEST for ADDITIONAL CURRICULUM RESOURCES

Family Name: _____ **Contact Phone:** _____

Email: _____

Suggested Supplier Information: (subject to change by SoH depending on price & availability)

Company Name: _____ Store #: _____
 Address: _____
 Contact: _____ Phone: _____
 Email: _____

Student Name	Item #	Item Name/Description	Qty	Price Each

This form is a request only.

- After the request is approved, a Purchase Order will be faxed to the Company (A quote may also be sent to us directly and must have contact information of supplier and family contact information in order to process.)
- The Company, depending on their policies, can then release the goods being purchased as the School of Hope guarantees payment with their Purchase Order. Additional items cannot be added after PO has been issued.

➤ Processing Purchase Orders does take time - we appreciate your patience.

Parent Signature: _____ Date: _____

Teacher Approval: _____ Date: _____

REQUEST For ADDITIONAL CURRICULUM RESOURCES – Page 2

Family Name: _____ **Contact Phone:** _____

Student Name	Item #	Item Name/Description	Qty	Price Each