



# Pacific Charter Institute

## STUDENT SPECIAL ORDER REQUEST

Student Name	SSID #
School/Location	

Requested By: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

Notes:

**Vendor Information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State ZIP: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Shipping Location: \_\_\_\_\_

	QUANTITY	ITEM NO.	PRODUCT DESCRIPTION	UNIT COST	TOTAL
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Subtotal: \_\_\_\_\_

Completed By: \_\_\_\_\_

Sales Tax: \_\_\_\_\_

Shipping & Handling: \_\_\_\_\_

**REMINDERS**

- Please make sure the Vendor accepts Purchase Orders
- Requests must be submitted by end of business day February 28, 2019
- Items on the request must be for use for the 2018-2019 school year
- Requests for 2019-2020 will be processed on or after July 1, 2019 and distributed on the first day of school for returning students

Grand Total: \_\_\_\_\_