Fresno Unified School District | COLLEGE & CAREER READINESS

SUPPLIES/EQUIPMENT REQUEST FORM

COUNSELING ONLY

2023-2024

Please email completed form and attachment(s) to ctefinance@fresnounified.org for processing.

Teacher/Staff Full Name: _____
First Name *Last Name*

Site: Select One **Deliver To (Name/Location/Room #):** _____

Event Name: _____

Vendor Name: _____ **Vendor #:** _____

Authorized Buyer(s): Please list the staff member(s) authorized to make purchases on this PO

Name	Email Address	Phone Number

Please create and attach a spreadsheet with item, quantity, and price details for orders from Office Depot, Warehouse, and the District's Technology or Purchasing websites.

For all other orders, please attach a quote *only*; you do not need to create a spreadsheet if a quote is attached.

NOTE: Any single item that is more than $5,000 will have to have a separate quote and capital outlay request submitted.

Funding Source: ☐ **0157** ☐ **7412**

DIRECTOR SIGNATURE: _____ **DATE SUBMITTED:** _____

For CCR office use only		
	Approval:	Date:
	Funding Source:	Object/Activity: