

# 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 Community Partner accepts Purchase Orders
- Requests must be submitted by end of business day February 26, 2021
- Items on the request must be for use for the 2020-2021 school year
- Requests for 2021-2022 will be processed on or after July 1, 2021 and distributed on the first day of school for returning students

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