PRE-APPROVAL FOR STUDENT PURCHASE ORDER REQUEST

Twindly Bridge

STUDENT NAME: _____ GRADE: _____
(ONE STUDENT PER ORDER PLEASE)

VENDOR NAME	MSBSD VENDOR #	
Northern Industrial Training		**Parent Signature** **Date:**
ADDRESS:	1740 N. Terrilou Court Palmer, AK 99645	**Advisor Name:**
PHONE:	907-357-6400	**Advisor Signature:** **Date:**
FAX:	907-357-6430	admissions@nitalaska.com

Return? (office use) N/Y	ILP Subject (required) M,LA,Sci, SS PE ect	ITEM #	DESCRIPTION of ITEM OR SERVICE be specific & descriptive(text, workbook, cd) – if a service state dates, name of lessons, what times/days.	QUANTITY	UNIT COST	TOTAL COST
			****Sub Total must be at least $25****	SUB TOTAL:		$
			Shipping will be estimated at 20% if blank	FREIGHT:		$
				TOTAL:		$

VENDOR NOTE:

The approval process is as follows:

1) Parent completes PO Request form
2) Vendor or Parent submits to TBCS
3) Order is reviewed by TBCS Staff
4) If approved, "Order Approved" section will be completed and faxed to vendor.
5) Once order is filled, vendor sends invoice & confirmation that parent has received order (parent sig) to TBCS.

ORDER APPROVED:

(Section completed if order approved)

(please reference on invoice) TBCS Staff Signature Date

Office Use Only

FMP _____ To Vendor _____ INV _____ PC _____
Initials *Date* *Invoice #* *Parent Sig?*