

TWINDLY BRIDGE CHARTER SCHOOL
MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT
(907) 376-6680 phone (907) 376-6695 fax

PRE-APPROVAL FOR STUDENT PURCHASE ORDER REQUEST

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

VENDOR NAME	MSBSD VENDOR #	
		Parent Signature
		Date:
ADDRESS:		Advisor Name:
PHONE:		Advisor Signature:
FAX:		Date:

Return? (office use)	ILP Subject (required)	ITEM #	DESCRIPTION of ITEM OR SERVICE <small>be specific & descriptive(text, workbook, cd) - if a service state dates, name of lessons, what times/days.</small>	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)

PO# _____
(please reference on invoice) TBCS Staff Signature _____ Date _____

Office Use Only

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

Instructions Pre-Approval for Student Order

This form is used to place an order (from student allotment purchases) thru the purchase order system.

1. All enrollment must be complete, including registration, teacher/parent contract and I.L.P. before it will be processed.
2. All purchases must be supported by the students' ILP.
3. Parent completes form:
 - a. Please be specific in the description - use identifiers such as workbook, software, cd, dvd, textbook). If this is for a service such as tutoring or lessons, include dates, days/times and what you are learning (example: piano lessons, Jan. 1 - March 30, Mondays 3-3:30pm)
 - b. Always include shipping - if a shipping amount is not listed, it will be estimated at 20% of the order.
 - c. One student per order form.
 - d. It is ok to say "see attached" in the description section if the "attached order form" has all of the information included - complete the top portion still!
4. Submit form to TBCS for approval (or vendor can fax to school).
5. After all required signatures, a purchase order request is input by admin secretary. The district purchasing department then processes the request and a purchase order is faxed to the vendor. Please allow up to 3 weeks.
6. When merchandise is received by school, you will be called and can come pick up your order. For local vendors, the vendor will call you when order is approved and ready for pick-up.