



12801 CENTERRA COURT • CENTRAL, LA 70714 • (225) 261-3341

Purchase Request – Athletic Department

Requestor’s Name: _____ Date: _____

Organization Requesting Purchase: _____

Justification for Purchase: _____

Table with 4 columns: Details, Quantity, Unit Price, Total. Includes rows for SUBTOTAL, TAX, and TOTAL.

Additional Notes: _____ Please attach paperwork from vendors

School to purchase: YES _____ NO _____
Staff to purchase and get reimbursed: YES _____ NO _____

For Office Use Only:

Approved By:

Head of School: _____ Date: _____

Athletic Director: _____ Date: _____