

Serving the students of: Eastern Hancock Greenfield-Central Mt. Vernon Northwestern South Madison Southern Hancock

Wal-Mart Purchase Request P.O. # HMS-2011-

This form should be submitted and approved **prior** to any purchases being made using an HMSES charge account. Please be sure to:

- 1. Complete and submit form to the HMSES Treasurer, Kaitlyn Veach.
- 2. You will be contacted once written authorization is received.
- 3. Obtain credit card; Purchase approved items
- 4. Return receipt and card immediately after purchase.

Staff Member: _____

Qty	Description of Item	Estimated Unit Price	Estimated TOTAL Price
	ESTIMATED TOTAL PURCHASE:		\$

HMSES Office Use Only:

Administrative Authorization

Approved as submitted

_____ Approved with limitations:

_____ Not approved

Assistant	Director

Date

Executive Director Date

Respecting Diversity Encouraging Acceptance Achieving Excellence

Fund/Account #

1834 Fields Blvd, Greenfield, IN 46140 Tel: (317) 462-9219 Fax: (317) 462-9286