GOLDEN WEST COLLEGE
Huntington Beach, CA

Save Form | Print Form

Click "Highlight Existing Fields" button above to view input fields in blue

FOUNDATION PURCHASE ORDER REQUEST

(A quote or estimate must be attached)

Reset Form Fields

DATE: REQUESTED BY: PHONE/EXT

ACCT #: 03 - - - 5 - ACCT NAME:

Vendor Information	Accounting Instructions
Name	☐ Mail
Address	☐ Fax
City State Zip Code	☐ Will Hand-carry
Phone No. Fax No.	
	Date Required

If Tax Exempt, click on the check box

Item	Quantity	Description	Unit Cost	Total	
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Subtotal	$ 0.00
Tax (7.75%)	$ 0.00
Total	$ 0.00

***APPROVAL. All required signatures must be obtained prior to processing.**

Attach Board Approval (when required).

Dean or Program Director Date

Foundation Director Date

College President Date

For Fiscal Services Internal Office Use

Vendor#

Voucher#

Batch#

Account#

Verified *Date*

Copy Distribution:
Original: Campus Fiscal Service Office
Copy: Foundation Office

Rev. Feb. 2021