



## Franklin High School Purchase Approval Form

5405 SE Woodward St. Portland, OR 97206

Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Name of Club/Team: \_\_\_\_\_

Requested by: \_\_\_\_\_

Purpose of purchase: \_\_\_\_\_

Fill out the form below or attach the quote from the vendor. (Send a link to bookkeeper if available)

Quantities	Description	Price	Total Amount

**Total:** \_\_\_\_\_

### SBF Account to be charged

No.	Acct Name	Amount

Club Advisor/ Coach \_\_\_\_\_ Date: \_\_\_\_\_

School Admin/A.D. \_\_\_\_\_ Date \_\_\_\_\_