



Purchase Request

Deer Crossing Elementary School PTA

Your name:		Phone:	
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Event:		Date:	
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Order Type:	
Online: <input type="checkbox"/>	Website: _____ Attach printout of products requested or email links/wishlist to treasurer@dcespta.org and purchases@dcespta.org.
Store: <input type="checkbox"/>	Store: _____ Attach specific product information.
Catalog: <input type="checkbox"/>	Catalog: _____ Attach printout a completed order form.

Committee Chairperson/Board Member Approval			
Printed Name:		Signature:	

Treasurer Use Only			
Received On:		Signature:	
Purchased On:			

- | |
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| <ol style="list-style-type: none"> 1. Please submit purchase requests no later than 20 days prior to event to allow for purchase and shipping lead time. 2. Committee Chairperson must approve and verify the purchase is within budget. 3. If you have an electronic wish list (i.e. Amazon Wish List), please share and email link to treasurer@dcespta.org and purchases@dcespta.org. 4. Orders will be delivered to the Deer Crossing Elementary School PTA room. |
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