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

Purchase Request – Middle School & High School

Requestor's Name: _____ Date: _____

Organization Requesting Purchase: _____

Justification for Purchase:

_____

_____

Details	Quantity	Unit Price	Total
		SUBTOTAL	
		TAX	
		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: _____

Revised 01-30-2020