

SPEF GRANT PURCHASE FORM

GFR Number:

Grant Author:

Date Submitted:

School Site:

Grant Project Title:

**COMPLETE AND RETURN TO SPEF (after grant has been approved)
TO ORDER GRANT ITEMS & MATERIALS SALES TAX EXEMPT**

Vendor Name: _____

Vendor Mailing Address: _____

Vendor Phone Number: _____ Fax: _____

Vendor Website or Email: _____

Attach detailed list of items/materials to be ordered (including item name, quantity, price and SKU if available). Must be typed, not handwritten.

Total Amount to be Paid: _____

(Include any Shipping & Handling; Do not include Sales Tax)

SEPARATE FORMS MUST BE COMPLETED FOR EACH VENDOR.

DETAILED VENDOR AND ORDER INFORMATION MUST BE ATTACHED TO THIS FORM FOR ITEMS TO BE PURCHASED IN A TIMELY MANNER. EVERY ATTEMPT WILL BE MADE TO PLACE ORDERS WITHIN TWO WEEKS OF RECEIPT OF THIS FORM.

SPEF RESERVES THE RIGHT TO DELAY OR REFUSE ORDER AND/OR PAYMENT IF PROPER DOCUMENTATION IS NOT ATTACHED.

PLEASE KEEP COPIES OF ALL DOCUMENTATION FOR YOUR RECORDS.

SPEF TREASURER Use only:

Rec'd Date:

Paid by:

CK No.

Date: