


**Westlake High School  
PURCHASE CARD REQUEST**

**TODAY'S DATE** \_\_\_\_\_

**Requesting Teacher** \_\_\_\_\_

**ADMIN APPROVAL** \_\_\_\_\_

DESCRIPTION/EVENT	VENDOR	ACCOUNT	Amount
			
Bid Sheet Required if any ONE item is over \$1,000 OR if total of all items is over \$5,000		<b>TOTAL</b>	<b>\$</b>

**Department Approval**

**Booster Approval Signature** \_\_\_\_\_

**Booster Approval Signature** \_\_\_\_\_