



Rogers Public Schools

Rogers Mountaineers * Rogers Heritage War Eagles

500 West Walnut Street • Rogers, AR 72756 • www.rogersschools.net • (479) 636-3910 • FAX (479) 631-3504

Keith Kilgore, CMAA, District Director of Athletics
Lynda Godfrey, Athletics Secretary

ATHLETIC DEPARTMENT PURCHASE ORDER REQUEST

_____ Budget _____ Activity Sport _____

Date _____ Coach _____

Vendor _____ Vendor Phone _____

Address _____ Vendor Fax _____

AD approval _____ date _____

Qty	Item Description	Item Cost	Total Cost
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Be sure on quantity to state if it includes pair, dozen, set, etc. For best results in ordering, use item numbers, colors, as complete as possible. Attach workorders or quotes that the vendor has given you with these details. Submit to Athletic Office at 500 West Walnut in the Administration Building. Allow 3 full days for processing of request for purchase orders.