



Music, Theater and Dance Department
 11011 SW 104th Street, Room 8221
 Miami, FL 33176

Request for Funds

(Complete one Purchase Order for each vendor)

Date: _____

Requestor: _____ Total Amount Requested: _____

Amount available in account: _____
(Requestor must call applicable area coordinator for this information)

Purpose for purchase: _____

Event or Ensemble for which the purchase is being made: _____

Recommended Vendor 1: _____

Contact #: _____

Website: _____

Anticipated date that the materials or services are needed: _____

Item#	Description	Qty	Price per unit	Total
			Total	

For office use only

Approved Not Approved Decision Date: _____

Chairman's Signature: _____

Date ordered: _____ Ordered by: _____

Qual: _____ GLC: _____