



**Department of National
Defence Schools Overseas**

**Purchase
Order**

CLASS III - SCHOOL FURNITURE

The following number must appear on all related correspondence:

SCHOOL P.O. Number: _____ / _____ - _____ - _____ / _____

(Format: School/day-month-year/time) (Example: SHAPE/13-01-2002/1200)

TO BE COMPLETED WHEN REQUESTING CLASS III - SCHOOL FURNITURE

→TO DCBA 5/DEM FOR APPROVAL

→TO SHAPE SCHOOL SECRETARY OR AFNORTH DELC-E FOR PROCUREMENT

Check applicable box

- Office furniture
- Supplies or furniture that fall within site budget parameters, but outside of allowable purchasing policy.
- Supplies or furniture that are not within site budget parameters and will require additional funding.

Specific description of goods/services required:

Attach OSAP.600.08.1 Annex A

Target date for delivery of goods/services:

Cost estimate of goods/services

In Canadian funds: \$

REQUEST FOR: AFNORTH SHAPE

Financial Code: 2286AF Fund C134 GL 7233

- SHAPE Internal Order: GRC0000B3263
- AFNORTH Internal Order: GRC0000B3274
- Funds available
- Funds not available request corporate funding.

Principal's signature: _____ Date: _____

DCBA 5/DEM APPROVAL:

- Approved Not approved

DCBA 5/DEM _____ Date _____
 Recorded by DCBA 5-3: Initials _____

DCBA 5/DEM CONTROL #: _____
 Control # must be indicated on DCBA 5/DEM Purchase Order

PROCUREMENT WILL BE DONE BY:

- SHAPE School Secretary
- AFNORTH DELC-E

Purchase Order Approval Stamp

Date: _____