



Department of National
Defence Schools Overseas

Purchase
Order

CLASS VI - SCHOOL OFFICE SUPPLIES

The following number must appear on all related correspondence:

P.O. Number: _____ / - - /

(Format: School/day-month-year/time) (Example: SHAPE/13-01-06/1200)

TO BE COMPLETED WHEN REQUESTING CLASS VI - SCHOOL OFFICE SUPPLIES

→TO DCBA 5/DEM FOR APPROVAL

→TO SHAPE SCHOOL SECRETARY/AFNORTH DELC-E //DEMO FOR PROCUREMENT
(AS APPLICABLE)

Check applicable box:

- | | |
|---|---|
| <input type="checkbox"/> Photocopier supplies and paper | <input type="checkbox"/> Repairs or Servicing |
| <input type="checkbox"/> Photocopier rental | <input type="checkbox"/> Supplies that fall <u>within site budget</u> parameters, but outside of allowable purchasing policy. |
| <input type="checkbox"/> Fax supplies | <input type="checkbox"/> Supplies that <u>are not within site budget parameters</u> and will require additional funding. |
| <input type="checkbox"/> Office supplies | |
| <input type="checkbox"/> Postage | |
| <input type="checkbox"/> Other - Description: | |

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 (Dep Ed Sp C)

Financial Code: 2286AF Fund C134 GL 7233

- | | |
|---|---|
| <input type="checkbox"/> SHAPE Internal Order: GRC0000B3263 | <input type="checkbox"/> Funds available |
| <input type="checkbox"/> SHAPE Photocopier rental only: GRC0000B0968 | <input type="checkbox"/> Funds not available request corporate funding. |
| <input type="checkbox"/> AFNORTH Internal Order: GRC0000B3274 | |
| <input type="checkbox"/> AFNORTH Photocopier rental only GRC0000B3346 | |
| <input type="checkbox"/> (Dep Ed Sp C) Internal Order: GRC0000B3269 | |

Principal's/DEMO 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
 DEMO

Purchase Order Approval Stamp