



**Department of National
Defence Schools Overseas**

Purchase Order

TEACHER ASSISTANT (NEW POSITION) REQUEST

Non-Instructional Teacher Assistant

Instructional Teacher Assistant

The following number must appear on all related correspondence:

P.O. Number:

_____ / _____ / _____ / _____ / _____
(i.e. School/day/month/year/time) (SHAPE/13/01/2002/1200)

COMPLETE AND FORWARD → TO DCBA 5/DEM FOR APPROVAL → TO DEMO-E FOR
STAFFING
(ONE REQUEST PER POSITION)

Teacher assistant for:
Reason for hire:
Hours required:

AFNORTH = Fin Code: 2286AF Fund C134 GL4609 Internal Order GRC0000B3232

SHAPE = Fin Code: 2286AF Fund C134 GL4609 Internal Order GRC0000B3239

Dep Sp C – E = Fin Code: 2286AF Fund C134 GL4624 Internal Order GRC0000B3273

Funds available Funds not available - request corporate funding.

Recommended *(Reference OSAP 200.11.1)*

by: _____ **Date:** _____

APPROVAL DCBA 5/DEM

Approved

Not approved

_____ **DCBA 5/DEM**

_____ **Date**

Recorded by DCBA 5-2 **Initials** _____

Date: _____