



## The Covenant School

### **Purchase Request**

Use this form for PTF to pay for the item(s) directly, generally when the invoice is a large amount.

	Item	Grade	Event	Event Date	Item Cost
1					
2					
3					
4					

**It is your responsibility to make sure the item(s) is within budget for the event.**

**Mailing address for item:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

- Submit this form via email to [CovenantSchoolPTF@gmail.com](mailto:CovenantSchoolPTF@gmail.com).
- Submit link(s) in body of the email for the items listed above.
- After emailing, text 720.203.2997 to expedite the process.

**Thank you for filling this form out timely and completely  
so we can properly account for all expenditures. - PTF**