**PO Request Form**

\*Name of Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*What activity will you be doing with this vendor? (Music, dance, tutoring, etc):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Does this vendor have a: (Please check one)

Monthly Charge: \_\_\_\_\_\_\_\_\_ Per Hour/Lesson Charge:\_\_\_\_\_\_\_\_\_\_\_

\*\*\*If it is a monthly charge, how many EU’s per month? \_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*If it is an hourly/lesson charge, how many:

\*EU’s per hour/lesson?\_\_\_\_\_\_\_\_\_\_\_\_

\*What day of the week will you be seeing this vendor?\_\_\_\_\_\_\_\_\_\_\_

\*\*\* Please note that you have 1300 EU’s. Here is the breakdown of how they may be used:

700 EU’s can be used for NON-ACADEMIC activities. (Horseback riding, music lessons, dance lessons, etc).

600 EU’s can be used for ACADEMIC activities. (Tutoring, learning center classes, etc).

\*\*\* If you are part of CBHS, 200 EU’s will be taken from the 600 for all center classes.