REDFIELD SCHOOL SYSTEM

PURCHASE ORDER REQUEST

PURCHASE ORDER NUMBER

_____

Material _____ Equipment _____ Supply _____

Elementary _____ Secondary _____

Subject Area _____

NOTE: Use SEPARATE form for each supplier or firm.

1 Quantity	2 ITEM (Complete Description Color & Size & Copy- right date for Textbooks)	3 Catalog Number	4 Level or Grade	5 Unit Cost	6 Total Cost	7 Budget Account

COMMENTS:

_____
Person Requesting Date

SUPPLY SOURCE:

Firm _____

Address _____

City _____

State _____

_____
Building Principal Date

_____
Librarian

_____

_____
Budget Clearance

_____

_____
Superintendent of Schools Date