

# PURCHASE ORDER REQUEST

<b>Fiscal Year</b>  <b>2024</b>	Date Requested: _____	<b>PO / ORDER HANDLING:</b> <input type="checkbox"/> Business Office to Order <input type="checkbox"/> Return for Self Processing
	Date Needed: _____	
	Expiration Date: _____	
<b>Central Office Departments</b>		
<input type="checkbox"/> Superintendent (100)	<input type="checkbox"/> Human Resources (400)	<input type="checkbox"/> Production Center (700)
<input type="checkbox"/> Teaching & Learning (200)	<input type="checkbox"/> Special Education (500)	<input type="checkbox"/> Technology (800)
<input type="checkbox"/> Business Office (300)	<input type="checkbox"/> Transportation (600)	
<b>Vendor Information</b>		
<b>All items must be entered for new vendors.</b>		
Vendor Name: _____		Vendor #: _____
Address: _____		
City/State/Zip: _____		
	Phone: _____	Email: _____
Federal ID or SS#: _____		
<b>Delivery Information</b>		
<b>Ship To Location:</b>		
<input type="checkbox"/> Bates (011)	<input type="checkbox"/> Schofield (016)	<input type="checkbox"/> Middle School (021)
<input type="checkbox"/> Fiske (012)	<input type="checkbox"/> Sprague (015)	<input type="checkbox"/> High School (031)
<input type="checkbox"/> Hardy (013)	<input type="checkbox"/> Upham (017)	<input type="checkbox"/> Central Office (039)
<input type="checkbox"/> Hunnewell (014)	<input type="checkbox"/> Preschool (010)	
	Delivery Sent to the Attention of: _____	
<b>Shipping &amp; Handling Information</b>		
Freight Method/Terms: _____		
<i>A 20% freight charge will be added to all purchase orders for supplies and materials unless otherwise indicated.</i>		

\_\_\_\_\_  
Supervisor/Department Head/Principal's Signature

\_\_\_\_\_  
Supervisor/Department Head/Principal's Printed Name

IF ALL ITEMS ARE CHARGED TO THE SAME ACCOUNT NUMBER, ONLY ENTER IT ON THE FIRST LINE. YOU MUST INCLUDE A COPY OF A CART/QUOTE THAT SHOWS WHAT YOU ARE PURCHASING AND THE PRICE.

Line Item	Qty.	Unit Price	Item # / Description	Amount
1				\$ -
			Account #	
2				\$ -
			Account #	
3				\$ -
			Account #	
4				\$ -
			Account #	
5				\$ -
			Account #	
6				\$ -
			Account #	
7				\$ -
			Account #	
8				\$ -
			Account #	
9				\$ -
			Account #	
10				\$ -
			Account #	
11				\$ -
			Account #	
12				\$ -
			Account #	
13				\$ -
			Account #	

\$ -