

PURCHASE ORDER REQUEST

Fiscal Year 2027	Date Requested: _____ Date Needed: _____ Expiration Date: _____	PO / ORDER HANDLING: <input type="checkbox"/> Business Office to Order <input type="checkbox"/> Return for Self Processing
Vendor Information		
All items must be entered for new vendors.		
Vendor Name: _____ Address: _____ City/State/Zip: _____ Phone: _____		Vendor #: _____ Email: _____ Federal ID or SS#: _____
Delivery Information		
Ship To Location:		
<input type="checkbox"/> Bates (011) <input type="checkbox"/> Fiske (012) <input type="checkbox"/> Hardy (013) <input type="checkbox"/> Hunnewell (014)	<input type="checkbox"/> Schofield (016) <input type="checkbox"/> Sprague (015) <input type="checkbox"/> Upham (017) <input type="checkbox"/> Preschool (010)	<input type="checkbox"/> Middle School (021) <input type="checkbox"/> High School (031) <input type="checkbox"/> Central Office (039) <i>**If Central Office is chosen, please also select a Department below</i>
Delivery Sent to the Attention of: _____		
Central Office Departments		
<input type="checkbox"/> Superintendent (100) <input type="checkbox"/> Teaching & Learning (200) <input type="checkbox"/> Business Office (300)	<input type="checkbox"/> Human Resources (400) <input type="checkbox"/> Special Education (500) <input type="checkbox"/> Transportation (600)	<input type="checkbox"/> Production Center (700) <input type="checkbox"/> Technology (800)
Shipping & Handling Information		
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 #	

\$ -