WENATCHEE SCHOOL DISTRICT # 246

PURCHASE ORDER REQUISITION

VENDOR NAME:_____

ADDRESS:_____

_____

CITY, STATE, ZIP:_____

PHONE NUMBER:_____

FAX NUMBER:_____

PURCHASE ORDER #:_____

DATE ENTERED: _____

ENTERED BY: _____

SPECIAL INSTRUCTIONS:

_____

_____

_____

Quantity	Unit Measure	Item #	Detailed Description	Unit Price	Total

Subtotal	
Tax	
Shipping	
Miscellaneous	
Balance Due	

REQUESTED BY: _____

BUILDING:_____

DEPT:_____

ACCOUNT # _____

_____

APPROVED BY PRINCIPAL/ADMINISTRATOR