

# PUTNAM COUNTY EDUCATIONAL SERVICE CENTER REQUISITION

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Name of company or person to receive payment:

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

Ordering/Special Instructions:

Requestor will order upon approval:

Request treasurer's office order:

Other: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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

Quantity	Description	Unit Price	Total	Account

Subtotal: \_\_\_\_\_

Shipping & Handling: \_\_\_\_\_

Grand Total: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

Purchase Order Number: \_\_\_\_\_ Vendor Number \_\_\_\_\_ Requisition Number: \_\_\_\_\_