

# REQUISITION FOR BOOKS AND SUPPLIES

Warner Public Schools

Mailing Address: Rt. 1 Box 1240

Physical Address: 1012 5th Ave.

Warner, OK 74469

PH: 918-463-5171 Fax: 918-463-2542

Purchase Order # \_\_\_\_\_

Date Approved \_\_\_\_\_

Date Ordered \_\_\_\_\_

OFFICE USE ONLY PRJ \_\_\_\_\_ FUNC \_\_\_\_\_ OBJ \_\_\_\_\_ PROG \_\_\_\_\_ SUBJ \_\_\_\_\_ JOB \_\_\_\_\_ SITE \_\_\_\_\_

Date Requested \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Funds to be Charged: \_\_\_\_\_

Teacher: \_\_\_\_\_

Reason: \_\_\_\_\_

Vendor: \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_ Vendor Fax \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Please Fax Order \_\_\_\_\_ I will Order \_\_\_\_\_

QTY	Item #	Description	Unit Price	Total Price

Subtotal \$ \_\_\_\_\_

Shipping \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Requested By: \_\_\_\_\_

Approved By Principal \_\_\_\_\_

Approved By Superintendent \_\_\_\_\_