

WENATCHEE SCHOOL DISTRICT # 246
PURCHASE ORDER REQUISITION

VENDOR NAME: _____

PURCHASE ORDER #: _____

ADDRESS: _____

DATE ENTERED: _____

ENTERED BY: _____

CITY, STATE, ZIP: _____

PHONE NUMBER: _____

FAX NUMBER: _____

SPECIAL INSTRUCTIONS:

Quantity	Unit Measure	Item #	Detailed Description	Unit Price	Total

REQUESTED BY: _____

BUILDING: _____

DEPT: _____

ACCOUNT # _____

Subtotal	
Tax	
Shipping	
Miscellaneous	
Balance Due	

APPROVED BY PRINCIPAL/ADMINISTRATOR