



PUPIL SERVICES DEPARTMENT PURCHASE ORDER REQUISITION FORM

School _____ Teacher Name (please print) _____ Date _____

Staples Advantage _____ 80716 _____

Name of Company _____ Vendor Number _____

Vendor Address _____

Vendor Email _____ Vendor Fax Number _____ Vendor Phone Number _____

	Quantity	Catalog #	Description	Unit Cost	Total Cost
1		PGC87076	Pampers Sensitive Baby Wipes Pack	\$6.89	
2		24325791	Pampers Sensitive Baby Wipes 588/Carton	\$24.43	
3		1179571	Nygea Flushable Wipes 48 Wipes/Pack of 12	\$36.45	
4		24479674	Cottonelle Flushable Wet Wipes 252 Wipes	\$12.89	
5		1949018	Clorox Wipes 3 Pack	\$15.99	
6		633539	Purell Hand Sanitizer 2 liter	\$21.83	
7		931434	Ambritex Nitrile Gloves, Powder Free, Small	\$12.74	
8		931433	Ambritex Nitrile Gloves, Powder Free, Medium	\$12.67	
9		931432	Ambritex Nitrile Gloves, Powder Free, Large	\$12.67	
10		2608627	13 Gallon Scented Trash Bags	\$18.24	
11					
12					
13					
14					
				TOTAL:	

By signing this request form, you are acknowledging the following:

- This is a *request* and *approval is not guaranteed*.
- Orders MUST NOT be submitted until the request is approved and you receive the purchase order.
- All sections of this form must be completed, or it will delay processing and/or the form will be returned.

Teacher's Signature

Principal's Signature

TO BE COMPLETED BY CENTRAL OFFICE

Account Number

PO Number