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| TEACHER: | | |  | | | | NORTH EAST SCHOOL DISTRICT | | | | | BUILDING: | | |  | | | | |
| DEPARTMENT: | | |  | | | | SUPPLIES | | | | | DATE: | | |  | | | | |
| SUBJECT: | | |  | | | | 610 | | | |  | | | | | | | | |
| GRADE: | | |  | | | |  | | | | | | | | | |  | | |
| CATALOGUE NO & DATE: | | | |  | | | | | | | | | | | | | | | |
| (NOT SUPPLIES ON BID LISTS-TEACHING, GUIDANCE, MEDICAL) | | | | | | | | | | | | | | | | | | | |
| **Page No.** | | **Catalog Item Number** | | | **Article Name or Description** | | | | | **Unit of Measure** | | | | **Quantity Requested** | | **Unit Price** | | **Total Price** | |
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| MANUFACTURER/SUPPLIER – Name: | | | | | |  | | | | | | | SUBTOTAL | | | | |  | |
| Address | | | | | |  | | | | | | | SHIPPING & HANDLING | | | | |  | |
| Zip Code: | | | | | |  | | | | | | |  | | | | |  | |
| Telephone Number: | | | | | |  | | Fax Number: |  | | | | TOTAL THIS PAGE | | | | |  | |
| **REQUEST REVIEWED BY DEPT. CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED: \_\_\_\_\_\_\_\_ DISAPPROVED: \_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | |
| REQUEST REVIEWED BY PRINCIPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED: \_\_\_\_\_\_\_\_ DISAPPROVED: \_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
| NOTE: ALL INFORMATION IS NEEDED IN DETAIL BEFORE ORDER WILL BE PROCESSED. | | | | | | | | | | | | | Two copies distributed following administrative approval/funding: | | | | | | |
|  | | | | | | | | | | | | | 1. Department Chairperson | | | | | | |
|  | | | | | | | | | | | | | 2. Teacher | | | | | | |
| ACCOUNTCODE: |  | | | | | | | | | | | | Principal Retains Original | | | | | | |