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| DEPARTMENT: | |  | | | | SOFTWARE & COMPUTER SUPPLIES | | | DATE: | | | |  | | |
| SUBJECT: | |  | | | | 650 | | |  | | | | | | |
| GRADE: | |  | | | | ONE SUPPLIER PER PAGE | | |  | | | | | | |
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| Item Number | | | | | Description | | | | | | | **Quantity Requested** | | **Unit Price** | **Total Price** |
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| MANUFACTURER/SUPPLIER Name: | | | |  | | | | | | SUBTOTAL | | | | |  |
| Address: | | | |  | | | | | | SHIPPING & HANDLING | | | | |  |
| City, State, & 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 | | | | | | |
| ACCOUNT CODE: | |  | | | | | | | | | Principal retains original copy. | | | | | | |