Jefferson County North USD 339 Requisition

There should be only one company per page. Please make sure the complete address is contained on each requisition.

Teacher/Employee _____ Grade or Department _____ Date _____

Vendor_____ Address _____ Phone _____

Fax # _____ Web Address _____ School Year _____

Qty.	Catalog Number	Page	Description	Unit Cost	Total
			(Plus shipping/handling)		
				Total	$

Line Item Request # _____

Principal Approval _____ Date _____ Date Ordered _____P. O. #_____

Superintendent Approval _____ Date _____

Requisition Denied _____ Reason for denial _____