

# PURCHASE ORDER REQUEST

## PO / ORDER HANDLING:

Business Office to Order  
Return for Self Processing

Human Resources (400)  
Special Education (500)  
Transportation (600)

## Vendor Information

All items must be entered for new vendors.

Vendor Name:

Vendor #:

Address:

City/State/Zip:

Phone:

## Ship To Location:

Bates (011)

Schofield (016)

Middle School (021)

Fiske (012)

Sprague (015)

High School (031)

Hardy (013)

Upham (017)

Central Office (039)

Preschool (010)

Delivery Sent to the Attention of:

