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PAGE \_\_1\_\_\_\_\_ OF\_\_\_\_1\_\_\_\_

(This **Vendor,** this **account** only)

**KEANSBURG HIGH SCHOOL**

**PURCHASE ORDER REQUISITION**

**2012\_ - 2013\_ SCHOOL YEAR**

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| **VENDOR**: (PLEASE SUBMIT COMPLETE ADDRess  **(INCLUDING ZIP CODE)** | **SHIP TO**: (NAME/DEPARTMENT) |
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| **GAAP ACCOUNT #** | **amount** | **gaap account #** | **amount** |

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| **QUANTITY** | **UNIT OF**  **MEASURE** | **UNIT**  **PRICE** | **AMOUNT** | **CATALOG**  **NUMBER** | **DESCRIPTION** |
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|  |  | **SUBTOTAL THIS PAGE** |
|  | **“TOTAL” SHIPPING CHARGES (NOT PER PAGE)**  **(PLEASE CHECK CATALOG OR WITH COMPANY)**  **IF APPLICABLE, SHIPPING CHARGES *MUST* BE INCLUDED** |
|  | **“GRAND TOTAL” (THIS VENDOR, THIS ACCOUNT)** |

PRINCIPAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_