



# Purchase Order Request



Request #

*Kim McCrory*

Entered by

Deliver To	<input type="text"/>
Mark For	<input type="text"/>

Vendor #

Vendor Name

PO #

Central Stores: list items below

Staples, Office Depot, Sam's - attach shopping cart

All other vendors - attach quote

Quantity	Description	Unit Cost	Extension

<b>Printed Comments:</b> (for use with PO only)

For Office Use Only:

Account		Amount

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Please email Purchase Order Request and documentation to: [kimberly.mccrory@birdvilleschools.net](mailto:kimberly.mccrory@birdvilleschools.net)