

# REQUEST TO PURCHASE

**ORDER TO BE PLACED WITH:**

**COMPANY:**

**STREET:**

**CITY:**

**STATE:**

**ZIP:**

**ATTN OF:**

**FAX #:**

**SHIP TO:**

Owensville Community School

Haubstadt Community School

Fort Branch Community School

Gibson Southern High School

South Gibson School Corporation

**ATTN OF:**

<b>DATE:</b>	<b>DEPARTMENT:</b>	<b>ACCOUNT CHARGED TO:</b>
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QUANTITY	UNIT EACH DOZEN GROSS, ETC.	DESCRIPTION – FURNISH AS COMPLETE AS POSSIBLE – NAME OF ITEM, SIZE, COLOR, NAME OF COMPANY, CATALOG NUMBER, CATALOG PAGE, MANUFACTURER, PART NUMBER, ETC.	UNIT PRICE	AMOUNT
<b>SHIP TO ARRIVE BY:</b>			<b>TOTAL:</b>	

**SUBMITTED BY:**

**APPROVED BY:**

**APPROVED BY:**

(DEPARTMENT HEAD)

**FOR OFFICE USE ONLY:**

**VENDOR #**

**ACCOUNT #**

**AMOUNT:**

**APPROVED BY:**

**DATE:**