

RICHARDS R-V SCHOOL DISTRICT
PURCHASE ORDER/REQUISITION FORM

FROM: RICHARDS R-V SCHOOL DISTRICT
3461 CO RD 1710
WEST PLAINS MO 65775
(417) 256-5239
FAX: (417) 256-3314

P.O. NUMBER: _____
DATE: _____
SHIP DATE: _____
SHIPPING METHOD: _____

TO: _____

Please package items ordered to each individual and mark boxes accordingly. Cancel backorders ___ Yes ___ No

QTY	UNIT	CATALOG #	DESCRIPTION	PRICE	AMOUNT

_____ Superintendent

Requested by: _____

Fund _____ A/C # _____ Amt. _____

Fund _____ A/C # _____ Amt. _____

Fund _____ A/C # _____ Amt. _____

Total: _____