

Date		Requisitioned by:		School or Dept.		Date Required	
SUPPLIER (Name and Address): <div> <div>Last Supplier</div> <div>Suggested Supplier</div> <div>Sole Supplier</div> <div>Supplier Unknown</div> </div>				REQUISITION/PURCHASE ORDER This is a valid Purchase Order only when both a P.O. number and Authorized Signature are affixed by the Board of Education Business Office.			
				Signature First Approval		Initials Div. Approval	
				If purchase is for technology, approval of the technology director is required.			
				Account Code(s)			
INVOICE TO: ADRIAN PUBLIC SCHOOLS 785 RIVERSIDE AVE., SUITE 1 ADRIAN, MICHIGAN 49221 SHIP TO: <div> <div>Date Required at Destination</div> <div>Terms</div> </div> F.O.B. Destination unless otherwise indicated. Prepay all shipping charges and add to invoice if NOT F.O.B. shipping point.				PURCHASE ORDER NO.			
				Date	Vendor No.		
				Account Codes:		Code Total	
				Deliver to:			
Item	Qty.	Unit	Description	Unit Price	Amount	✓	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
Disposition: Purchase order has been placed - see details above. Order has been withheld at this time because: Order is being returned - Information is insufficient for processing.				Total Amount (Items Above)			
				For information about this order please contact: (include all contact information)			