BIGGS UNIFIED SCHOOL DISTRICT
300 "B" Street
Biggs, California 95917-9732
Telephone (530) 868-1281
Fax (530) 868-1615

REQUISITION/PURCHASE ORDER

DISTRICT USE ONLY

PURCHASE ORDER NO. _____

P.O. NUMBER SHOULD APPEAR ON SHIPPING LABELS AND ALL PAPERWORK.

Requested by _____ Date _____

School/Dept. _____

Administrative Appr. _____ Date _____

Org Key	Object Code

Budget Certification _____

NOTICE:
"A MATERIAL SAFETY DATA SHEET IS REQUIRED FOR ALL CLASSROOM CHEMICALS, CLEANING SUPPLIES, PRODUCTS USED TO OPERATE OFFSET, MIMEOGRAPH AND SPIRIT DUPLICATOR EQUIPMENT, PRODUCTS USED IN ART CLASSES, MAINTENANCE AND TRANSPORTATION DEPARTMENT SUPPLIES AND OFFICE SUPPLIES AS REQUIRED."

VENDOR

DISTRICT NOT RESPONSIBLE FOR MERCHANDISE NOT SHIPPED TO ADDRESS BELOW.

SHIP TO

BIGGS UNIFIED SCHOOL DISTRICT
300 "B" Street
Biggs, CA 95917-9732
Attention:

QUANTITY	UNIT	DESCRIPTION	STOCK NO.	UNIT PRICE	EXTENSION

If total order exceeds 5% must have approval.
All back orders must be completed within 60 days from date of order.

SUB-TOTAL	
SALES TAX	
SHIPPING	
TOTAL	

ORDER RECEIVED BY _____ DATE _____

Original -Vendor
Yellow -Bookkeeper
Pink -Receiving

7-98 GR