

REQUISITION – PURCHASE ORDER
RUTLAND SOUTHWEST SUPERVISORY UNION

TO: Supplier:

SHIP PREPAID & SEND BILLS TO:

Poultney High School
 154 E. Main Street
 Poultney, VT 05764-1198

Tel: 800-

Fax: 800-

Attn:

QUANTITY	DESCRIPTION (Include Grade Level, Edition, Model No. etc if applicable)	UNIT PRICE	TOTAL PRICE
	<p>INVOICES AND CORRESPONDENCE MUST SHOW ORDER NUMBER OR THEY WILL BE RETURNED</p> <p align="center">SALES TAX EXEMPT – ALL EDUCATIONAL DISCOUNTS APPLY</p>		

THIS SIGNATURE CONSTITUTES A VALID ORDER BY: _____ Superintendent or Business Manager	SHIPPING CHARGES (Known or Estimated)		
	TOTAL VALUE THIS ORDER		\ \
REQUESTOR: _____ DATE _____	BUDGET YEAR: GEN LDGR ACCT# ENCUMBRANCE REMAINING BALANCE		
APPROVED BY: Principal or Authorized Person DATE _____			
RECEIVED BY: _____ DATE _____			