

# TAYLOR COUNTY BOARD OF EDUCATION PURCHASE REQUEST

NAME OF FIRM: \_\_\_\_\_

VENDOR NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ORDER NO. 14 \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

PROGRAM OR FUND: \_\_\_\_\_

DATE: \_\_\_\_\_

This request is **NOT VALID** unless signed by: SUPERINTENDENT,  
 SECONDARY SUPERVISOR OR ELEMENTARY SUPERVISOR

APPROVED BY: \_\_\_\_\_

Terms: FOB school site, 30 days net pay

Need delivery on or before: \_\_\_\_\_

State discount \_\_\_\_\_ freight included \_\_\_\_\_

| Quantity Ordered | Quantity Received | Stock No. / Description | Code Number | Unit Price | Total |
|------------------|-------------------|-------------------------|-------------|------------|-------|
|                  |                   |                         |             |            |       |
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|                  |                   |                         |             |            |       |

If not enough space attach a listing of items.

Attach packing slips, freight bills,  
 and invoices with receiving report  
 within 10 days of receipt of goods.

### RECEIVING REPORT

Date delivered \_\_\_\_\_

### ITEMS NOT RECEIVED LIST BELOW

| Quantity | Stock No. / Description | Code Number | Unit Price |
|----------|-------------------------|-------------|------------|
|          |                         |             |            |
|          |                         |             |            |
|          |                         |             |            |

I acknowledge this order is complete and correct \_\_\_\_\_

Signature