## SHARON SPRINGS CENTRAL SCHOOL

PO Box 218 Sharon Springs, NY 13459 (518) 284-2266 Fax (518) 284-9033

## PURCHASE REQUEST

Vendor #:	Vendor Info	ormation		Requestor Information			
Name:       Staff Name:         Address:       Approval Information         Website:       Date:         Phone:       (_)         (_)       -         Account Code:       Account Code:         ALL REQUESTS MUST HAVE ADMINISTRATIVE APPROVAL BEFORE PURCHASING         Please specify if items are needed by a specific date, are to be purchased from a special funding source or cannot be substituted.         Quantity       Item #         Item #       Item Description         Unit Price       Total Price         Item #       Item Description         Item #       Item Content in the price							
Address:       Approval Information         Website:       Date:         Phone: <ul> <li>Date:</li> <li>Authorized by:</li> <li>Account Code:</li> </ul> Fax:       (_)       -       Authorized by:       Account Code:         ALL REQUESTS MUST HAVE ADMINISTRATIVE APPROVAL BEFORE PURCHASING       Please specific date, are to be purchased from a special funding source or cannot be substituted.         Quantity       Item #       Item Description       Unit Price       Total Price         Image: Comparison of the specific date, are to be purchased from a special funding source or cannot be substituted.       Image: Comparison of the specific date are to be purchased from a special funding source or cannot be substituted.         Quantity       Item #       Item Description       Unit Price       Total Price         Image: Comparison of the specific date are to be purchased from a special funding source or cannot be substituted.       Image: Comparison of the specific date are to be purchased from a special funding source or cannot be substituted.         Image: Comparison of the specific date are to be purchased from a special funding source or cannot be substituted.       Image: Comparison of the specific date are to be purchased from the specific date are to be				Staff Name:			
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