

Norfolk Public Schools

512 Philip Avenue

Norfolk, NE 68701

402-644-2500 Fax: 402-644-2506

**Purchase Order #**

**This order number must appear on all
packages, invoices, & shipping papers**

Fiscal Year:

Vendor Name:

Address:

City, State Zip Code:

Phone:

Fax:

Delivery To:

Address:

City, State Zip Code:

Phone:

Fax:

Contact Person:

Purchase Requisition Form

Date	Date to Ship	Date to Bill	Paid by Check

[illegible]

Subtotal

Sales Tax Exempt: 5-0608416

Shipping & Handling

Total

Information Technology must receive a copy of all requisitions that have computer related equipment.

Requisition For (building/teacher/program and/or grant):

Justification:

Principal:

Other Central Office Administrator:

Budget Code(s):

Grant Administrator(if applicable):

Superintendent/Business Director: