

Invoice to:

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

Product Number	Description	Qty Ordered	Unit	Unit Price	Amount

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:

<u>Principal:</u>	<u>Other Central Office Administrator:</u>	<u>Budget Code(s):</u>
<u>Grant Administrator(if applicable):</u>	<u>Superintendent/Business Director:</u>	