



MORRISVILLE-EATON CENTRAL SCHOOL DISTRICT

PO Box 990
Morrisville, NY 13408
Phone: 315-684-9158
Fax: 315-684-9171

Form REQ-3
TEXTBOOK REQUEST
or Library Books

Date: \_\_\_\_\_

ORDERING FROM

PERSON PLACING THE ORDER

Company Name: \_\_\_\_\_
Address: \_\_\_\_\_
Fax #: \_\_\_\_\_

Ship To: \_\_\_\_\_
Building: \_\_\_\_\_
Dept/Grd: \_\_\_\_\_

Table with 5 columns: FUND, FUNCT'N, OBJECT, LOCAT'N, PROGRAM. Row 1: OBJECT = 480

Table with 2 columns: PO #, VENDOR#

Main table with 5 columns: ISBN #, QTY, TITLE, UNIT \$, TOTAL COST. Includes subtotal, shipping, and total rows.

If shipping is unknown, estimate at 15%

Approved by Supervisor \_\_\_\_\_

Approved by Asst Superint. \_\_\_\_\_