

ONEIDA SPECIAL SCHOOL DISTRICT

Dr. Jeanny Phillips, Director of Schools

P.O. Box 4819, 195 N. Bank Street

Oneida, TN 37841

Phone: (423) 569-8912 Fax: (423) 569-2201

Line Item**Line Item Balance****PO #**

VENDOR:			Date	
			APPROVAL	
VENDOR'S ADDRESS:			Principal	
			District Supervisor	
Phone			Finance Officer	
Fax				
Website				

VENDOR: Please supply & ship the following items to above address ASAP.

If there should be any questions, call or fax to above address.

Item No.	Catalog Page #	Quantity	Product ID #	Product Description	Unit Price	Total Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
					Sales Tax	

TOTAL**___%DISCOUNT****SUBTOTAL****_15_% S&H CHGS****GRAND TOTAL****Comments / Special Instructions**

DATE _____

Signature

This form should be completed on your computer (typed) then printed and signed by the requesting teacher and principal before being sent to the central office. This form should be delivered to your district-level supervisor for approval.

This form was developed for the Oneida Special School District by Zacch Brown.