

Telephone
(276) 926-4643

DICKENSON COUNTY PUBLIC SCHOOLS
P.O. Box 1127, Volunteer Ave.
Clintwood, Virginia 24228

Fax
(276) 926-6374

PURCHASE REQUISITION AND ORDER

Original to be retained by merchant
One copy to be returned with invoice

DATE: _____

PURCHASE ORDER #: _____

PURCHASE FROM:

**PLEASE FURNISH
AND DELIVER TO:**

MAIL INVOICE TO:

Dickenson County School Board
P.O. Box 1127
Clintwood, VA 24228

| |
|-------------------------|
| Purchased For: |
| Board Services |
| Instruction |
| Administration |
| Attendance & Health |
| Pupil Transportation |
| Operation & Maintenance |
| Food Service |

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES

NO BACK ORDERS

| |
|-------------------------|
| Purchased Services |
| Materials & Supplies |
| Equipment (Replacement) |
| Equipment (Addition) |
| Other |

| QUANTITY | ARTICLE AND DESCRIPTION | PRICE | AMOUNT |
|----------|-------------------------|-------|--------|
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TOTAL:

Fund: _____

Requested by: _____
Person Initiating Request

Principal's Signature

Approved by: _____
Superintendent/Supervisor

RECEIVED IN GOOD CONDITION BY: _____