Northern Potter School District Purchase Request

Vendor _____ Teacher: _____

Address _____ Date: _____

Address _____ PO#: _____

Qty.	Pkg/Doz Each/etc	Item Description Size/Color/Etc.	Catalog Page	Catalog Item Number	Unit Price	Total Price	Approve	Denied	Remarks

Approved by/Date: _____ Requisition Total: _____ Approved Total: _____