Odin Public School District #722
Purchase Order/Requisition Form
Date: _____

Teacher: _____ Grade/Subject: _____

Company: _____

Phone Number: _____ FAX: _____

Odin Public School District #722, 102 S. Merritt St., Odin, IL 62870 618.775.8266 (FAX) 618.775.8268

Item #/ISBN	Description	Quantity	Unit Price	Total Price
Shipping/Handling				
Total				

Comments:_____

_____

Purchased from (title, district, other)_____

Purchase Order Number_____

Signature of Approval_____

This form must be ***complete* and turned in to the office for the order to be placed.**