

BUDGET YEAR

2011-2012
2010-2011

W.C.S.D. PURCHASE REQUEST

THIS WILL NOT BE PROCESSED IF ALL ITEMS ARE NOT COMPLETED

ACCOUNT CLASSIFICATION

(Ex. Textbooks)

SCHOOL: District Libraries

OFFICIAL USE ONLY

Vendor: (Only One Vendor Per Request)

Within Approved Budget ☐ Yes ☐ No

P.O. #:

Requested by:

J Walter

Name of Vendor:

Follett

Building Approval:

Vendor #: 31105

Date requested:

5/10/2010

USPS Address:

91826 Collection Center Drive

Central Office Approval

Principal

Ship to Bldg #:

Bldg #:

All

Chicago, IL 60693

Date Approved:

Director

Program:

District Library

Phone: 800-323-3397

Fax: 815-344-8774

WCSD BUN # & ACCT. #	Item #	Description/Code Info. & Dates of Subscription (To Run From - To) (Use more than one line if necessary)	Qty.	Unit Price	Total Price
Sample: 01 1100 000 00 00 000 640	UNV-14215	Hanging file folders - legal - 1/5 tab cut	3	11.62	34.86
01-2250-000-21-00-000/645		See attached			
		License Renewal			\$ 9,100.00
		Standards for each school	13	499.00	\$ 6,487.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Reason for Request:

Curriculum Supplies

DO NOT ADD S & H

\$ 15,587.00

If Equipment, Trade-In?

Yes ☐No ☐

Make/Model:

BUDGET APPROVAL:

Mr. Petter Turnquist - Business Administrator (or authorized representative)

Robert E. Terrill, Ed. D., Superintendent

Follett