

MAY 17 2011

BUDGET YEAR 2011-2012 W.C.S.D. PURCHASE REQUEST
THIS WILL NOT BE PROCESSED IF ALL ITEMS ARE NOT COMPLETED

Federal Programs

ACCOUNT CLASSIFICATION

(Ex. Textbooks)

SCHOOL: Central Office**OFFICIAL USE ONLY****Vendor: (Only One Vendor Per Request)**Within Approved Budget ☒ Yes ☐ No

P.O. #:

Requested by:

Rosemarie Green

Name of Vendor:

Handwriting Without Tears

Building Approval:

Vendor #:

Date requested:

5/16/2011

USPS Address:

8001 MacArthur Blvd

Central Office Approval

Principal

Ship to Bldg #:

Bldg. #:

35

Cabin John, MD 20818

Date Approved:

Director

Program:

www.hwtears.com

301-263-2700 Fax: 301-263-2707

WCSD BUN # & ACCT. #	Item #	Description/Code Info. & Dates of Subscription (To Run From - To) (Use more than one line if necessary)	Qty.	Unit	Total
				Price	Price
01 1100 000 00 00 000 640	LN	Kindergarten: Letters & Numbers for Me student workbook	279	6.65	\$ 1,855.35
	MPB	1st Grade: My Printing book student workbook	279	6.65	\$ 1,855.35
	PP	2nd Grade: Printing Power student workbook	338	6.65	\$ 2,247.70
	CH	3rd Grade: Cursive Handwriting student workbook	334	6.65	\$ 2,221.10
Reason for Request: _____ DO NOT ADD S & H					\$ 818.00
					\$ 8,997.50

If Equipment, Trade-In?

Yes ☐No ☐

Make/Model: _____

BUDGET APPROVAL:

Business Administrator (or authorized representative) _____

Robert E. Terrill, Ed. D., Superintendent