

BUDGET YEAR 2012-2013 W.C.S.D. PURCHASE REQUEST
THIS WILL NOT BE PROCESSED IF ALL ITEMS ARE NOT COMPLETED

ACCOUNT CLASSIFICATION

(Ex. Textbooks)

SCHOOL: Central Office

OFFICIAL USE ONLY

Vendor: (Only One Vendor Per Request)

Within Approved Budget ☒ Yes ☐ No

Requested by: Amanda Hetrick

Name of Vendor: Handwriting Without Tears

Building Approval:

Date requested: 6/19/2012

USPS Address: www.hwtears.com
8001 MacArthur Blvd

Central Office Approval Principal

Bldg:#: 35

Cabin John, MD 20818

Date Approved: Director

Ship to Bldg #: 35

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	327	6.85	\$ 2,239.95
↓	MPB	1st Grade: My Printing book student workbook	307	6.85	\$ 2,102.95
↓	PP	2nd Grade: Printing Power student workbook	299	6.85	\$ 2,048.15
	CH	3rd Grade: Cursive Handwriting student workbook	335	6.85	\$ 2,294.75

Reason for Request: _____

ADD S & H

868.58

\$ 9,554.38

If Equipment, Trade-In? Yes ☐ No ☐

Make/Model: _____

BUDGET APPROVAL:

Mr. James M. Grosch, Director of Business Services (or authorized representative)

Brandon L. Hufnagel, Superintendent