

REQUEST TO PURCHASE

UNIFIED SCHOOL DISTRICT 208

WaKeeney, Kansas

Please submit your request with all information including address, prices, online links, order total, adequate description, etc.

Vendor: _____

Date: _____

Address: _____

Submitted by: _____

Authorized by: _____

Quantity	Item No.	Link to online item/ Page number	Description	Unit Price	Total

Total this page: _____

For office use only:

Fund: _____

Date received: _____

Date ordered: _____

SACCT: _____

Purchase Order Number: _____