|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TEACHER:  |       | NORTH EAST SCHOOL DISTRICT | BUILDING:  |       |
| DEPARTMENT: |       | PURCHASED PROPERTY SERVICES  | DATE: |       |
| SUBJECT: |       | 490 |  |
| GRADE:  |       | ONE SUPPLIER PER PAGE |  |
|  |  |
|  |  |
| **Property Services to be Provided** | Unit of Measure | **Quantity Requested** | **Unit** **Price** | **Total Price** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL THIS PAGE |  |
| SUPPLIER OF SERVICES – Name:  |       |
| Address: |       |
| **City, State, & Zip Code:** |  | **Telephone Number:** |  |  **Fax Number:** |       |
| **REQUEST REVIEWED BY DEPT. CHAIR: APPROVED: DISAPPROVED:­­­­**  **DATE:**   |
| REQUEST REVIEWED BY PRINCIPAL: APPROVED: DISAPPROVED: DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| NOTE: ALL INFORMATION IS NEEDED IN DETAIL BEFORE ORDER WILL BE PROCESSED. | Two copies distributed following administrative approval/funding. |
|  | 1. Department Chairperson |
|  | 2. Teacher |
| ACCOUNT CODE:  |       | Principal Retains Original |