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| TEACHER: | | |  | | | NORTH EAST SCHOOL DISTRICT | | | | BUILDING: | | | |  | | |
| DEPARTMENT: | | |  | | | EQUIPMENTORIGINAL, ADDITIONAL, REPLACEMENT | | | | DATE: | | | |  | | |
| SUBJECT: | | |  | | | 752, 762, 756, 766 | | | |  | | | | | | |
| GRADE: | | |  | | | ONE SUPPLIER PER PAGE | | | |  | | | | | | |
| CATALOGUE NO & DATE: | | | |  | | | | | | | | | | | | |
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| **Page No.** | **Article Name or Description** | | | | | | **Catalog Item Number** | | **Unit of Measure** | | | | **Quantity Requested** | | **Unit Price** | **Total Price** |
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| MANUFACTURER/SUPPLIER Name: | | | | |  | | | | | | **SUBTOTAL** | | | | |  |
| **Address:** | | | | |  | | | | | | **SHIPPING & HANDLING** | | | | |  |
| **City, State, & Zip Code:** | | | | |  | | | | | |  | | | | |  |
| **Telephone Number:** | | | | |  | | | **Fax Number:** | | | **TOTAL THIS PAGE** | | | | |  |
| **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: | | | | | |
|  | | | | | | | | | | | | Department Chairperson | | | | | |
|  | | | | | | | | | | | | Teacher | | | | | |
| ACCOUNT CODE: | |  | | | | | | | | | | Principal retains original copy. | | | | | |