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| TEACHER: |       | NORTH EAST SCHOOL DISTRICT | BUILDING:  |       |
| DEPARTMENT: |       | Non Instructional Equipment | DATE: |       |
| SUBJECT: |       |  |  |  |
| GRADE: |        |  |  |  |
| CATALOGUE NO & DATE: |        |  |  |
|  |  |  |
|  Item Number | Description | **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 PRINCIPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_ |  |
| NOTE: ALL INFORMATION IS NEEDED IN DETAIL BEFORE ORDER WILL BE PROCESSED. |  |
|  |  |
| ACCOUNT CODE:  |       | Principal Retains Original |