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| TEACHER: | |  | | | | NORTH EAST SCHOOL DISTRICT | | BUILDING: | | | |  | | |
| DEPARTMENT: | |  | | | | Non Instructional Equipment | | DATE: | | | |  | | |
| SUBJECT: | |  | | | |  | |  | | | |  | | |
| GRADE: | |  | | | |  | |  | | | |  | | |
| CATALOGUE NO & DATE: | | |  | | | | |  | | | |  | | |
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| 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. | | | | | | | | |  | | | | | |
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| ACCOUNTCODE: |  | | | | | | | | Principal Retains Original | | | | | |