## **Idaho Falls School District #91**

## REQUEST TO PURCHASE

School:				Vendor:	Vendor #			
Department:				Address				
Description:								
(example: books, videos, chairs, etc)				City	State	Zip		
Quote/Bid:				ATTN:				
(attach quote or bid info)				Phone:				
Comments:				Fax:				
	ATTA			FORM (contact new vendors for purchase or	•	<del>)</del>		
0 - 111				r current prices,complete stock numbers, size		_	T	
Quantity	Unit	Vendor St	OCK #	Item Description	Unit Price		Total	i
						\$		<u>-                                     </u>
						\$		-
						\$		-
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						\$	-	-
						\$	-	-
						\$	-	-
					Sub Total	\$	-	-
Vendor Instructions:				Discount (attach coupon)				
				Shipping & Handling				
				(contact vendor or refer to vendor order she	et for correct c	harge	<del>)</del> s)	
(example: no S/H, quoted by, discount# etc)				Total for	this order	\$	-	-
		GL CODE						
		GL CODE						
		GL CODE						
		GL CODE						
		GL CODE						
		Originator	~: <u> </u>	Т	otal to GL	\$	-	-
		Approved	by:		Date:			