

SUGGESTED VENDOR

PURCHASE REQUISITION

APPROVED DISAPPROVED

REQUISITIONED BY: (SIGNATURE)	PRINCIPAL			REGULAR
	SUPERINTENDENT			
	CLERK-TREASURER			RUSH
DEPT. OR SCHOOL	DATE REQUIRED	DATE OF REQ.	DATE REC'D.	RECEIVED BY

BOARD OF EDUCATION

PURCHASE ORDER

OSNABURG LOCAL SCHOOL DISTRICT
 BROWNING STREET • EAST CANTON, OHIO 44730
 PHONE: (330) 488-1427

No.
 MUST APPEAR ON ALL INVOICES,
 PACKING SLIPS, BILLS OF LADING
 AND LABELS.

DATE OF ORDER	PROJECT NO.	TI	FUND	FUNC	OBJ	SCC	SUBJECT	O.U.	I.L.	JOB	F 84	AMOUNT
INVOICE IN TRIPLICATE												
VENDOR												

SHIP TO

ALL ITEMS NOT
 SHIPPED WITHIN 90
 DAYS FROM DATE OF
 ISSUANCE ARE
 CANCELED.

PLEASE SHIP **PREPAID** BEST WAY

CAT. NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

SCHOOL DISTRICTS ARE EXEMPT FROM FEDERAL EXCISE TAXES AND OHIO SALES TAX

CLERK'S CERTIFICATE

IT IS HEREBY CERTIFIED THAT THE AMOUNT \$_____ REQUIRED TO MEET THE CONTRACT, AGREEMENT, OBLIGATION, PAYMENT OR EXPENDITURE FOR THE ABOVE, HAS BEEN LAWFULLY APPROPRIATED OR AUTHORIZED OR DIRECTED FOR SUCH PURPOSE AND IS IN THE TREASURY OR IN PROCESS OF COLLECTION TO THE CREDIT OF THE APPROPRIATE FUND FREE FROM ANY OBLIGATION OR CERTIFICATION NOW OUTSTANDING.

 LOCAL SUPERINTENDENT

 CLERK TREASURER

 DATE

VENDOR