

# PURCHASE REQUISITION

APPROVED      DISAPPROVED

	PRINCIPAL				REGULAR
	SUPERINTENDENT				RUSH
REQUISITIONED BY: (SIGNATURE)	CLERK-TREASURER				
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
<b>INVOICE IN TRIPLICATE</b>												

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