Jordan School District
Request For Materials or Parts From Supplier

School ____________________________ Purchase Order # ______________________________

Fund  Type  LOC  Program  Function  Object

Requisition # ______________________________

Work Order # ______________________________

** = In Stock
WS = Will Ship on this date

WC = Will Call on this date

□ Vendor will call when available

Sole source vendor?

☐ Yes ☐ No

Reason: __________________________

Vendor

Address

Phone

Quoted by:

When:

Terms

<table>
<thead>
<tr>
<th>Qty</th>
<th>U/M</th>
<th>Item Description</th>
<th>Unit Cost</th>
<th>Ext.</th>
<th>Unit Cost</th>
<th>Ext.</th>
<th>Unit Cost</th>
<th>Ext.</th>
</tr>
</thead>
</table>

Added Info.  Total Quote

List where or on what equipment materials are to be used:

Requested by: __________________________ Date: _________

Approved by Leadman: __________________________ Date: _________

Director Approval: __________________________ Date: _________

Comments: __________________________________

Revised November 2015