

ROTAN INDEPENDENT SCHOOL DISTRICT

PURCHASE ORDER REQUEST FORM

TAXPAYER # 1-75-6002346-1

102 N MCKINLEY
ROTAN, TX 79546



325-735-2332 PHONE
325-735-2686 FAX

VENDOR NAME & CONTACT INFORMATION

DATE

REQUESTED BY

SPECIAL HANDLING INSTRUCTION

DATE NEEDED

QUANTITY

DISCRIPTION

UNIT PRICE

TOTAL

QUANTITY	DISCRIPTION	UNIT PRICE	TOTAL
		TOTAL	

BUDGET CODE

VENDOR

PO

SUPERINTENDENT'S APPROVAL

DATE