

# FRIDAY HARBOR HIGH SCHOOL - SUPPLY REQUISITION

Mailing: PO Box 458    Shipping: 285 Blair Ave

Friday Harbor, WA 98250

(360) 370-7110    FAX (360) 378-2647

Date of Request: _____  Teacher Department: _____  Mailing Address: PO Box 458 Shipping to FHHS: 45 Blair St. Shipping to District Office: 285 Blair St. Friday Harbor, WA 98250	<h3 style="text-align: center; margin: 0;">VENDOR INFORMATION</h3> Supplier / Vendor _____  Address _____  _____  Phone: _____  Fax: _____
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ITEM	ITEM NO.	QUATY.	UNIT PRICE	TOTAL EXPENDITURE

Account Code: _____  Principal's Signature: _____  Date: _____  <b>PURCHASE ORDER #</b> _____  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <b>OFFICE USE ONLY:</b> Grant form complete: <input type="checkbox"/> Sent to Jose: <input type="checkbox"/>                      Order details complete <input type="checkbox"/> Entered in Skyward: <input type="checkbox"/>                      Approved in Skyward: <input type="checkbox"/> Copies made: <input type="checkbox"/> Sent to DO: <input type="checkbox"/> KCDA sent: <input type="checkbox"/> </div>	<b>SUB TOTAL</b> _____  <b>SHIPPING</b> _____  <b>SUB TOTAL</b> _____  <b>TAX (8.3%)</b> _____  <b>TOTAL</b> _____  <b>(NOTE: Figure tax on shipping)</b>
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