

Columbiana County Educational Service Center

38720 Saltwell Road * Lisbon, Ohio 44432 * (330)424-9591

Requisition

PO Number: _____

ORDER TO: (Company's Name and Address)

SHIP TO:

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| | CCESC |
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|-------------------|-------------|-------|
| TELEPHONE NUMBER: | FAX NUMBER: | DATE: |
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| Quantity | Unit/Item Number | Description of Item | Unit Price | Total |
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| Total | | | | |
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| DEPARTMENT: | |
| CLASS/TEACHER: | |

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|-------|--|----------------|--|
| DATE: | | SUPERVISOR: | |
| DATE: | | DIRECTOR: | |
| DATE: | | SUPERINTENDENT | |

(Orders will not be processed without approval from the superintendent)

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| Comments: | |
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