EARLE SCHOOL DISTRICT

P. O. Box 637 ***1401 Third Street
Earle, AR 72331
(870) 792-8486 / FAX: (870) 792-8897
Rickey Nicks, Superintendent

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PURCHASE REQUISITION

Department (Circle One) **Date:** _____

Elementary	High School	Transportation	Maintenance	Food Service
Special Education	Curriculum	Food Service	Athletics/Activities	Other _____
REQUESTED BY: _____ **PURPOSE:** _____				

PURCHASE INFORMATION

VENDOR: _____

PURCHASE ORDER NO. _____

QUANTITY ORDERED	ITEM DESCRIPTION	UNIT COST	TOTAL COST
		TOTAL	

Approved: ____ Approved By Principal/Supervisor: _____
Denied: ____ Date Approved: _____