

MATERIALS & SUPPLIES REQUEST FORM
Grant Parish School Board
SPECIAL EDUCATION DEPARTMENT
P.O. Box 208 - 512 Main Street
Colfax, Louisiana 71417

Special Education Phone Number: 318-627-3274
Special Education Fax Number: 318-627-3105

Date of Request: _____

Address of Supplier _____

Phone Number of Supplier: _____ **Fax Number:** _____

Item Number	Quantity	Product Description	Unit Price	Total Price

Requested By: _____ **School:** _____

Principal Signature: _____

Justification: _____

(FOR OFFICE USE ONLY:)

Supplier Vendor Number: _____ **GPSB Vendor Number:** _____

Charge Code: _____ **P.O.#** _____

Supervisor's Signature: _____ **Date:** _____