

P.O. Box 208 - 512 Main Street, Colfax, LA 71417
 Grant Parish School Board Phone: 318-627-3274 Purchasing Dept. Fax Number: 318-627-0064

REQUEST INFORMATION

P.O. # _____ **Date:** _____

School or Individual Name: _____

Name of Vendor: _____

Address of Vendor: _____

Phone Number of Vendor: _____ **Fax #** _____

ITEMS REQUESTED

<i>Item #</i>	<i>Quantity</i>	<i>Product Description</i>	<i>Unit Price</i>	<i>Total Price</i>

REQUEST AND JUSTIFICATION

Requested By: _____ **School:** _____

Justification: _____

Charge Codes: _____

APPROVAL

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