



Plymouth-Shiloh Local Schools

365 Sandusky Street
Plymouth, Ohio 44865
Phone Number (419) 687-4733
Fax Number (419) 687-1541

Date Received	_____
P.O. Number	_____
P.O. Date	_____
Vendor #	_____

Requisition Order # _____

Supplier

Name	_____
Address	_____
City	_____ St _____ ZIP _____
Phone	_____

Requisitioned By:

Name	_____
Building	_____
Grant	_____
Date	_____

Qty	Units	Description	Unit Price	TOTAL
1			\$0.00	\$0.00

Fund	Fun	Obj.	SCC	Subj	O.U.	I.L.	Job	Amt.	SubTotal	TOTAL
									Shipping & Handling	
									TOTAL	

Selling Projects require a Fund Raiser Request Form IGDF-E

- Form IGDF-E is already on File
- Form IGDF-E is attached

Approved By:

Building Principal	_____
Purchasing Agent	_____
Athletic Director	_____
Technology Coord	_____

Professional Leave Committee

H. S.	_____
M.S.	_____
Elem.	_____
Prim.	_____

Notes/Remarks

Please return purchase order to me, I will place order

Treasurers office needs to send the purchase order

Check needs to be included with the order and the proper documentation is attached

DUE TO DUPLICATE ORDERS, COPIES WILL NOT BE PROCESSED - ORIGINAL REQUISITIONS ONLY - revised 4-11-11