



Purchase Request Form

Campus:

Minnehaha Elementary

William Kelley Elementary

Two Harbors High

William Kelley High

Community Ed - TH

Community Ed - SB

Account Code: _____ / _____ / _____ / _____ / _____ \$ or %

Account Code: _____ / _____ / _____ / _____ / _____ \$ or %

Vendor: _____

Date: _____

Address: _____

PO #: _____

Item #	Quantity	Description	Unit Price	Amount
TOTAL				

Note: Add Shipping and handling when Applicable
 Material on this order is exempt from Federal Excise Tax and State and Local Sales Tax.
 Tax Exempt #8006999

Signed: _____

Principal/Supervisor: _____