REQUEST FOR PURCHASE ORDER
BERLIN-MILAN BOARD OF EDUCATION

Purchase Order # _____

Date _____

TO THE SUPERINTENDENT OF SCHOOLS:

THE FOLLOWING WILL BE NEEDED FOR: _____

VENDOR (Complete Address):

_____

_____

_____

Requested By: _____

Approved By: _____
(Principal/Supervisor Approval)

Charged to _____Acct.

Quantity	Catalog #	Description	Unit Price	Total

CONFERENCE/SEMINAR REGISTRATION:

Please check and sign the appropriate line below for conference/seminar registration.
Registration Deadline: _____

☐ P.O. accepted / We will be invoiced after conference

_____
Signature

☐ Payment of $_____ must be made prior to conf.

_____
Signature