New Lexington: (P) 740.342.3502, (F) 740.342.1961
Zanesville: (P) 740.452.4518, (F) 740.455.6702
www.mvesc.org

Today's Date: _____	Requisition Number Assigned: _____
Vendor Name: _____	Deliver to: _____
Vendor Address: _____	Delivery Address: _____
_____	
Telephone #: _____	

CHECK ONE

- ☐ Please Mail
- ☐ Please Fax — Fax # _____
- ☐ Order to be called in after PO# Assigned — Phone # _____
- ☐ Order Online by _____

Qty	Unit	Item Description	Price per Unit	Total Price	Fnd	Func	Obj	Spcc	Subj	Opu	IL

Subtotal $ _____

Shipping & Handling $ _____

Total Purchase Order $ _____

Staff Member Signature: _____

Supervisor Approval: _____

Site Manager Approval: _____