

*Tech Office Use - Order Number

PURCHASE REQUISITION

WEST VALLEY SCHOOL DISTRICT #363
PO Box 11739, Spokane, WA 99211

Date:

School:

Room #:

Supplier:

Address:

City, State, Zip:

Requested by: _____ Assign to: _____

DESCRIPTION	QTY.	UNIT PRICE	TOTAL

Comments & Special Instructions:

Total

Shipping

Sub-Total

Tax

Ship to: **West Valley School District #363**
Technology
7211 E. Nora Avenue
Spokane Valley, WA 99212
509-344-1064
Attn: Shanda Gorder

GRAND TOTAL

Principal/Supervisor Signature

Date

Administrative Approval

Date

Budget Code:

Retain one copy and forward original to Administration for approval.

Received by: _____

Date: _____