

**PURCHASE REQUEST FORM**

USD #421, Lyndon, KS 66451  
 421 East 6<sup>th</sup> Street, P.O. Box 488  
 Phone: 785-828-4413 Fax: 785-828-3686

P.O. Number \_\_\_\_\_

Issued by: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Request: \_\_\_\_\_  
 Requested By: \_\_\_\_\_  
 Reason for Request: \_\_\_\_\_

To be used: \_\_\_\_\_ LEMS  
 \_\_\_\_\_ LHS  
 \_\_\_\_\_ USD #421

GENERAL FUND \_\_\_\_\_ ACTIVITY FUND, DISTRICT \_\_\_\_\_ ACTIVITY FUND, BUILDING \_\_\_\_\_

Principal _____	Principal _____	Principal _____
Supervisor or A.D. _____	A.D. _____	A.D. or Sponsor _____
Clerk _____	Clerk _____	A.A. Bookkeeper _____
Account Number _____	Account Number _____	Account Number _____
Superintendent _____	Superintendent _____	Superintendent _____

Vendor Name: \_\_\_\_\_ Vendor Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

Catalog Page #	Catalog I.D. #	Qty.	Size/Color/Etc.	Description	Unit Price	Total Est. Price
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