

**LAKE COUNTY SCHOOLS**  
**REQUEST FOR SERVICES/EQUIPMENT/SUPPLIES**

ISSUED PURCHASE ORDER # \_\_\_\_\_ (IF APPLICABLE)

SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

IT IS REQUESTED THAT \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ SUB ACCT # \_\_\_\_\_

ORGANIZATION

ACCT BALANCE \$ \_\_\_\_\_

BE FURNISHED \_\_\_\_\_

**DO NOT PRINT**

APPROXIMATE COST \$ \_\_\_\_\_

QUOTE/BID NUMBER (IF APPLICABLE) \_\_\_\_\_

VENDOR NAME (AND ADDRESS IF NEW VENDOR) \_\_\_\_\_

SIGNED \_\_\_\_\_

TEACHER/SPONSOR

APPROVED \_\_\_\_\_

PRINCIPAL/DESIGNEE

Teacher/sponsor will prepare this form in duplicate, both copies to Bookkeeper who will return approved yellow copy.

MIS # 75G 003 07/18/06 RVS

Submitted by Internal Finance Department

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