PUBLIC SCHOOLS OF THE TARRYTOWNS

Assistant Superintendent for Business, 200 North Broadway, Sleepy Hollow, New York 10591

PO#________________

PURCHASE REQUISITION
2022-2023

VENDOR:				ORDER DATE:	
ADDRESS(1):				REQUESTOR:	
ADDRESS(2):				LOCATION:	
CITY:				DEPARTMENT:	
STATE:		ZIP:	EMAIL:	ORDERD BY:	
PHONE:			FAX:	MISC/OTHER:	

QTY	CATALOG NUMBER	PAGE/ KEY	ITEM DESCRIPTION	UNIT COST	DISC	TOTAL
			SUBTOTAL:		
			SHIPPING:		
			TOTAL:		

BUDGET CODE	PER/DOL AMOUNT	PO AMOUNT
TOTAL:		

SPECIAL INSTRUCTIONS: