



Manville School District

908.231.8500

1100 Brooks Blvd., Manville, NJ 08835 • www.manvilleschools.org

Amazon Purchase Request Form

1. Requester Information

Name:	
Role (Teacher, Secretary, Staff, etc.):	
School/Department:	
Contact Information (Email/Phone):	

2. Reason for Amazon Request

- ☐ Item not available through vendors
☐ Vendor delivery is too slow (needed sooner)
☐ Other (explain):

3. Order Details

Item Name/ Description:	
Quantity Needed:	
Estimated Cost:	
Needed By (Date):	
Purpose:	



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4. Vendor Comparison

District-Approved Vendor Quotes *must provide 2 quotes*

Vendor	Price	Delivery Time

5. Additional Notes

6. Approvals

Title	Approval	Signature	Date
Supervisor/ Principal	☐ Yes ☐ No		
Business Office	☐ Yes ☐ No		
Superintendent	☐ Yes ☐ No		

Internal Office Use Only

7. Budget

Running total of Amazon purchases
this year: \$

/ \$50,000

Every Child, Every Day