Canyons School District

Request For Materials or Parts From Supplier

Use for Ballasts, LED Drivers, Sprinklers, Sprinkler Nozzles, Ceiling Tile, Master Locks for Lockers

School Location: _____

Purchase Order # _____

Date Ordered: _____

Fund	Type	Location	Program	Function	Object
10	E		**9730**	**2690**	**691**

Budget _____

Work Order # _____

Sole Source Vendor

☐ Yes ☐ No

Reason:

State Contract

Contracted Service _____

	1	2	3
Vendor			
Address			
Phone			
Fax			
Quoted by			
Terms			

Qty	U/M	Description	Unit Cost	Ext	Unit Cost	Ext	Unit Cost	Ext
		Total Quote						

Additional Info:

Requested by: _____ Date: _____

Approved by Leadman: _____ Date: _____

Director/Coordinator Approval: _____ Date: _____

Comments: _____