

BROOKFIELD LOCAL SCHOOL DISTRICT

614 BEDFORD ROAD SE

BROOKFIELD, OHIO 44403

Phone #'s: Board 330-448-4930, High School 330-448-30 01,
Middle School 330-448-3003, Elementary 333-619 -5240

REQUISITION REQUEST BY: _____

DATE: _____

BUDGET UNIT CODE	ACCOUNT CODE	AMOUNT

ONE:

**ALL DELIVERIES/ORDERS SHOULD BE DROPPED OFF AT DOOR #1
(High school main entrance).**

- Open PO - Purchase orders that are opened then paid with one invoice and closed.
- Open PO/with Deposit - Purchase orders that are opened, a deposit is paid, then paid in full later with one invoice and closed.
- Blanket PO - Blankets are purchase orders that are opened and paid on multiple times throughout the year.

VENDOR INFORMATION: NAME AND ADDRESS

VENDOR #	_____
FOR OFFICE	_____
USE ONLY	_____

- Brookfield Elementary
- Brookfield Middle School
- Brookfield High School
- Brookfield Maintenance
- Brookfield Cafeteria/Food Service
- Brookfield Bus Garage, 7015 Grove St.
- Brookfield Board of Education

***YOU MAY ORDER/PURCHASE YOUR ITEM(S) ONCE
YOU HAVE RECEIVED THE APPROVED PO***

Quantity	Item #	Description	Unit Price	Total Dollar Amount

EVENT OR FIELD TRIP DATE:	GRAND TOTAL:	
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SCHOOL DISTRICTS ARE EXEMPT FROM FEDERAL EXCISE TAX (Fed ID No. 34-6000342) AND OHIO SALES TAX (No. A-284200)

IT IS HEREBY CERTIFIED THAT THE ABOVE AMOUNT REQUIRED TO MEET THE CONTRACT, AGREEMENT, OBLIGATION, PAYMENT OR EXPENDITURE FOR THE ABOVE, HAS BEEN LAWFULLY APPROPRIATED OR AUTHORIZED OR DIRECTED FOR SUCH PURPOSE AND IS IN THE TREASURY OR IN PROCESS OF COLLECTION TO THE CREDIT OF THE APPROPRIATE FUND FREE FROM ANY OBLIGATION OR CERTIFICATION NOW OUTSTANDING.	PURCHASER IS A NON-PROFIT EDUCATIONAL ORGANIZATION (POLITICAL SUBDIVISION) REGISTERED FOR TAX FREE TRANSACTIONS UNDER CHAPTER 32 OF THE INTERNAL REVENUE CODE.
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