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|  | **REQUISITION**  **FAIRFIELD BOARD OF EDUCATION** | **P.O. No.** \_\_\_\_\_\_\_\_\_\_\_ |
|  | Business Department  15 Knoll Road  fairfield, nj 07004  phone: (973) 227-1340 -- fax: (973) 227-4303 | **this number must appear on all packages, invoices, and correspondence.** |

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| --- | --- |
| VENDOR NAME: |  |
| ADDRESS: |  |
| PHONE: |  |
| EMAIL/FAX: |  |
| ORDER DESCRIPTION: |  |
| ORDERED BY (Staff Name): |  |
| DATE ORDERED: |  |

**SHIP TO**: STEVENSON ☐ CHURCHILL ☐ BOARD OF EDUCATION ☐ OFFICE OF SUPERINTENDENT ☐

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| ITEM DESCRIPTION | QUANTITY | PRICE PER ITEM | TOTAL AMOUNT |
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| GRAND TOTAL: |  |  | $ |

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| Instructions: |  | |
| Account Codes: | | If Grant, please specify by circling below:  Title I Title II Title IV IDEA |
| Principal/Director’s Signature: | | Date |

REQUISITIONS WILL NOT BE APPROVED UNLESS ALL INFORMATION IS FILLED IN CLEARLY.

**For questions regarding requisitions, please contact Zayra Garcia at 973-227-1340 ext. 6,** [**garciaz@fpsk6.org**](mailto:garciaz@fpsk6.org) **or if calling directly from your building dial x 2111.**