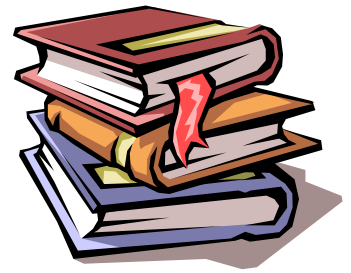


REQUISITION



Hardin County Education Service Center
 1211 West Lima Street, Suite A
 Kenton, Ohio 43326
 Phone: (419) 674-2288
 Fax: (419) 675-3309

SHIP TO:

P.O. NUMBER:

VENDOR NAME & ADDRESS:

VENDER PHONE:

VENDOR FAX:

VENDOR WEBSITE FOR ONLINE ORDERING:

PLEASE ATTACH ANY DOCUMENTATION FOR ORDERING THAT YOU HAVE AVAILABLE

Date of Request		Requisitioner	Date Ordered	
Quantity	Unit/Item #	Description	Unit Price	Total
Account to be Charged:			Subtotal:	
			Tax:	Exempt
			Shipping & Handling:	
			(Estimate @ 15% if unknown)	
			Other:	
			Total:	

Signature of Supervisor

Signature of approval & existence of funds