REQUISITION FORM

Items for school use must be ordered on this form. You must complete **all blanks**, or your order will be returned to you and/or the items will **NOT** be ordered. Use **current** catalogues.

Teache	ï	Class/Subject	biect			Year	
VENDOR INFORMATION:	<u>ORMATION</u> :						
Catalogue/Company_	mpany	Pr	Phone Number_	ber		_ Fax	
Complete Address_	dress						
Catalog #	Description	Page #	Quantity	Unit Price	Total Price	Account Code	
Signature				DATE	Subtotal	otal §	
Approved By				DATE	Plus Must	Plus Shipping \$ Must be actual	
					See cate informa Note if t Total	See catalogue for shipping information or call the company Note if free shipping Total	

VENDOR NAME	DISCOUNT INFORMATION	SHIPPING INFORMATION	ADDITIONAL INFORMATION
ABC SCHOOL SUPPLY INC.	15% DISCOUNT OFF CATALOG	15% Shipping Charges Apply	
BARNES & NOBLE	20% DISCOUNT OFF MOST TITLES	ITEMS CAN BE PRE-PACKAGED FOR PICK UP AT ONALASKA STORE.	SEND PO ATTN: SARA DECKERT- CALL AHEAD FOR EXACT PRICING
BUDGETEXT		SHIPPING CHARGES ARE 9% OF ORDER	
CHILDCRAFT	10% DISCOUNT OFF CATALOG PRICE	15% Shipping Charges Apply	
CHILDREN'S MUSEUM OF LAX	FIELD TRIP DISCOUNT IF MORE THAN 30% OR MORE STUDENTS ARE ELIGIBLE FOR FREE & REDUCED LUNCH. \$1.00 DISCOUNT PLUS \$0.50 BUS STIPEND.		
CLASSROOM DIRECT.COM		FREE SHIPPING ONLY ON REGULAR STOCK ITEMS EXCEEDING \$149. THEY STILL CHARGE \$2.93 HANDLING FEE.	
CORPORATE EXPRESS	35% DISC OFFICE SUPPLIES 30% DISC FURNITURE GO ON EWAY FOR EXACT PRICING	FREE SHIPPING ON ORDERS OVER \$50.00. \$1.99 CHARGE ON ORDERS UNDER \$50.00	TO USE E-WAY, GO TO THE WEBSITE AT www.eway.com USER ID IS: calteacher PASSWORD IS: teacher
DEMCO	30% LIBRARY/OFFICE/COMP SUPP 5% LIBRARY PROMO ITEMS 10% FURNITURE/EQUIP	FREE SHIPPING ORDERS OVER \$100 (AFTER DISCOUNT APPLIED). UNLESS FURNITURE OR NOT SHIPPED DIRECTLY FROM DEMCO.	CALL FOR SHIPPING COST IF ORDER UNDER \$100. MUST GET QUOTE & REFERENCE THAT NUMBER ON THE PURCHASE ORDER
EPS (EDUCATORS PUBLISHING SERVICE)		10% DISCOUNT DOES NOT APPLY TO SHIPPING & HANDLING	
ETA			ORDER MUST BE OVER \$50
HELP FOR TEACHERS		THEY CHARGE \$3 PROCESSING FEE FOR ORDERS UNDER \$50.	
INNOVATIVE OFFICE SOLUTIONS		FREE NEXT DAY DELIVERY IF ORDERED BY 4 P.M.	
MACGILL	\$15 COUPON FOR ORDER OVER \$150 NURSE SUPPLIES		DISCOUNT FOR SCHOOL NURSE SUPPLIES. REFERENCE CODE # 171673
NAEYC			ORDER MUST BE OVER \$75.
NATIONAL SCHOOL PRODUCTS		MINIMUM FREIGHT WILL BE \$5.00	
OFFICE DEPOT	10% DISCOUNT	NO SHIPPING CHARGE	REFERENCE PURCHASING #8010-367-5958
OFFICE MAX	SEE DISTRICT OFFICE FOR COUPONS		
QUILL CORPORATION	10% DISCOUNT EXCEPT OFFICE MACHINES/FURNITURE & SALES SPECIAL CATALOG	FREE SHIPPING	REFERENCE BID DEPT ACCOUNT #C43928
RAYMOND GEDDES & CO INC.		FREE SHIPPING FOR ORDERS OVER \$100	REFERENCE CUSTOMER # 503829
SAX ARTS & CRAFT	15% DISCOUNT	FREE SHIPPING ON ORDERS OVER \$100	
SCHOOL SPECIALTY	20% DISCOUNT IN STOCK ITEMS ONLY. "N" IN DESCRIPTION IS NOT AN IN STOCK ITEM.	\$50 MINIMUM ORDER FOR FREE SHIPPING	REFERENCE ACCT # 2003116823AP
SPORTIME	10% DISCOUNT ON ITEMS STARTING WITH 1- OR 3- NO DISCOUNT ON ITEMS STARTING WITH 2- OR 4-	FREE SHIPPING	REFERENCE MB UNIT #68-9541
STAPLES	SEE DISTRICT OFFICE FOR COUPONS		
STUDENT SUPPLY		FREE SHIPPING. THEY WILL CHARGE \$2.50 PROCESSING FEE	
TEACHER'S DISCOVERY	MUST PREPAY TO GET DISCOUNT 5% DISCOUNT IF SPEND \$30-\$100 10% DISC IF SPEND \$100.01 & UP.	SEE CURRENT CATALOG FOR FOR SHIPPING CHARGES.	
WAL-MART			USE PO TO AVOID THE TAX, BUT MUST PAY FOR MERCHANDISE AT TIME OF PURCHASE PERSONALLY AND BE REIMBURSED BY THE DISTRICT.