

EDGEWATER PARK TOWNSHIP BOARD OF EDUCATION

Office of the School Business Administrator/Board Secretary
25 Washington Avenue
Edgewater Park, NJ 08010
Phone: (609) 877-2122 x3015 Fax: (609) 877-3941

PURCHASE REQUISITION

Name: _____ Title: _____ Grade/Subject: _____

Date: _____ / _____ / _____

VENDOR NAME: _____

VENDOR ADDRESS: _____ PHONE: () _____

_____ FAX: () _____

SHIP TO: JACQUES MAGOWAN RIDGWAY ATTENTION: _____

QUANTITY	UNIT/REF NUMBER	DESCRIPTION	UNIT PRICE	TOTAL COST

JUSTIFICATION – Please provide the rationale, instructional or otherwise, for your request

Requestor Signature: _____

Date: _____

Principal/Supervisor Signature: _____

Date: _____

Superintendent: _____

Date: _____