

Corning Union Elementary School District
1005 Hoag Street, Corning CA 96021
530.824.7700 ~ 530.824.2493 Fax *Preparing*
Students For Their Future!

SUPPLIES & MATERIALS REQUEST ORDER FORM

VENDOR: _____

ADDRESS: _____ PHONE No.: _____

CITY/STATE: FAX No.:

DATE		DATE REQUIRED		ORDERED BY	
Purpose and/or Special Instructions:					
QUANTITY ORDERED	ITEM #	ITEM DESCRIPTION	UNIT PRICE	AMOUNT	
			SUM		
			LESS DISCOUNT		
Acct.# Fund. Resource. Yr. Goal . Funtion. Object . Site . Staff . Local			Merchandise TOTAL		
			SALES TAX		
			FREIGHT		
SITE PRINCIPAL/SUPERVISOR			SIGNATURE	TOTAL	

Note: If vendor is unable to deliver within time specified, cancel order and reorder from different vendor to meet the date materials are required.

CUESD is an equal opportunity provider and employer