



# LOCAL SCHOOL PURCHASE ORDER REQUEST

303 Union Springs Hwy  
Tuskegee, Al 36083

**THIS IS NOT A PURCHASE ORDER**

Dr. Melissa Williams  
Superintendent

VENDOR NAME: \_\_\_\_\_

SCHOOL \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SHIP TO: \_\_\_\_\_

\_\_\_\_\_

ACTIVITY # \_\_\_\_\_

DATE \_\_\_\_\_

ACTIVITY : \_\_\_\_\_

**PO REQUEST IS FOR:**

Instructional Supplies	PD	Field Trip/Game Trip	Purchased Services	Admission Fees
Uniforms	Registration Fees	Other Supplies	Association Dues	Pre-Game Meals

Quantity	Catalog Number	Description of Item	Unit Price	Total Price

**Have invoices sent to:**  
Macon County Board of Education Finance Department  
Post Office Box 83090 Tuskegee, Alabama 36083  
(334)-724-9990 (fax), or lsaccounting@maconk12.org

**TOTAL ORDER \$ \_\_\_\_\_**

**NOTE: This requisition is not VALID unless it is signed by the Principal; or Designee it is NOT a Purchase Order**

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Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Administration/Central Office Signature

**Email approved requisition to central office at lsaccounting@maconk12.org**