

PRIVATE/PAROCHIAL PURCHASE ORDER REQUEST

STATE ALLOTMENT

SCHOOL YEAR (yyyy-yy): _____



RHINEBECK CENTRAL SCHOOL DISTRICT

P.O. Box 351, Rhinebeck, New York 12572

(845) 871-5520 ext 5523- Donna Ellis

Private/Parochial School Name: _____

Address: _____

Contact Person: _____ Phone: _____

VENDOR: _____

TEL: _____ FAX: _____

Qty	ISBN # or Item #	Description	Unit Price	Total Cost
		Shipping/Handling (as provided by vendor or add 15%)		
		TOTAL		

RCSD Office Use Only:

TOTAL AMOUNT OF ORDER _____ Budget Code: _____