[Company name]

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School supply request form

Classroom and office supplies - requested, approved, ordered.

Order number	[PO-0001]
Date	[Date]
Supplier	[Supplier name]
Deliver to	[Address]
Required by	[Date]

Items

Item	Specification	Qty	Unit price	Total
Stationery - [items]	[spec]	[qty]		
Exercise books	[spec]	[qty]		
Art supplies - [items]	[spec]	[qty]		
Printing / photocopying	[spec]	[qty]		

Totals

	Amount
Estimated total	[£ amount]

Sign-off

[Company name]

Ordered by	Approved by	Date