Wapsie Valley Community School District

2535 Viking Avenue
Fairbank, Iowa 50629
Phone: (319) 638-6711 or (319) 279-3458
Fax: (319) 638-7061
www.wapsievalleyschools.com

Requisition & Purchase Order Form

Ship To:

☐ **Jr./Sr. High School**
2535 Viking Avenue
Fairbank, IA 50629
(319) 638-6711

☐ **Fairbank Elementary**
505 Forest Street
Fairbank, IA 50629
(319) 635-2071

☐ **Readlyn Elementary**
200 East 4th Street
Readlyn, IA 50668
(319) 279-3323

Bill To:
Wapsie Valley CSD
2535 Viking Avenue
Fairbank, IA 50629

Supplier/Company:

Date:	Staff Name:	P.O. Number:	Account (for office use):

Quantity	Catalog Number	Description	Unit Price	Total

Subtotal	
Shipping	
Miscellaneous	
Balance Due	

Order should not be placed until both signatures are on this form.

Building Principal: _____ **Superintendent:** _____