



PURCHASE REQUISITION / LOCAL SCHOOL CHECK REQUEST

SCHOOL: NCHS

All types of school purchases, including procurement card purchases, purchase orders (county or local) and performance contract payments must be initiated with the FS-381 Purchase Requisition/Local School Check Request.

Is this a procurement card purchase? YES NO

Cardholder Name: _____ Card #: _____

Procurement Card Checked Out: _____ Procurement Card Checked In: _____

Initials Date Initials Date

VENDOR: SERVICE REPRODUCTION CO.

ADDRESS: 345 SUMMER N.W. GRAND RAPIDS MI 49504

Phone #: 1.800.438.0430 Fax #: 616.451.9149

Reason for Purchase / Reimbursement (Including Who Benefited):

CLASSROOM CONSUMABLES

Quantity	Unit	Description (Include Stock #)	Unit Cost	Total Cost
24	EA	FOAMCORE WHITE 1/8" 20"x32 34-2694	2.95	70.80
2	EA	SKETCH & TRACING ROWS 12"x5" 34-1220	7.88	15.76
2	EA	SKETCH & TRACING ROWS 12x50 34-1223	7.88	15.76
2	EA	OPAQUE BOND 24"x 50 YD 30-2268	13.20	26.40
2	EA	OPAQUE BOND 36"x 50 YD 30-2296	17.99	35.98
1	EA	COLOR BOND 24" x 50 YD 29-0019	24.15	24.15
1	EA	COLOR BOND 36" x 50 YD 29-0021	41.10	41.10

Note: Sales Tax is Reimbursed Only at Principal's Discretion.

Discounts (If Applicable) _____

Shipping 0

TOTAL 229.95

Please check the appropriate box below:

This purchase utilizes the Procurement Services Contract List:

Bid/Quote RFP #: _____

This purchase is under the following Procurement Services exception to full and open competition:

- Sole/Single Source (Requires Procurement Services Approval if over \$10,000).
- Academic Prerogative
- Venues, Products and Services for Student and Staff Activities
- Professional Services
- Charter Bus Services

This purchase meets the following criteria as per the Procurement Services Competition Thresholds:

- \$0-\$999.99 and not on a Procurement Services Contract: Best Judgment
- \$1,000.00 - \$9,999.99 and not on a Procurement Services contract: Two quotes required (attach Documentation)
- \$10,000 and Over and not on a Procurement Services contract: Procurement Services Solicitation required

Local School Check/Payment - Non-Purchase

Payments to CCSD, Monthly invoices, Refunds, Change Funds

FUNDING SOURCE MUST BE COMPLETED PRIOR TO APPROVAL.

Funds Disbursed From Local Acct # and Name: _____

Funds Transferred From Local Acct # and Name*: _____

County Charge Code:						SKIP
	FUND	AGENCY	ORGANIZATION	ACTIVITY	OBJECT	REPT CATEGORY
						PROJECT

*Reminder-FS-116 must be completed for transfers from Class and Club accounts

Requested By: BARCARSE _____

Approved By: _____

Date: 2.26.18

Date: _____

Supporting receipts/order forms must be attached to this form

Date: 2/27/18 Page 1
 Time: 09.20

SRC/T Co: 01

Warehouse: 01
 *ORDER



345 SUMMER N.W.
 GRAND RAPIDS, MICHIGAN 49504
 PHONE (616) 451-2901
 FAX (616) 451-9149
 servicereproduction.com

Ship NORTH COBB HIGH SCHOOL
 To: ATTN: CINDY TURNER
 3400 OLD 41 HWY
 KENNESAW GA 30144

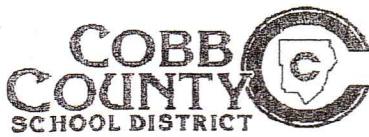
Via: UPS
 Note: WebCC eg
 Phone: 770 975-6685

P/O: WEB#1002
 Customer: 1415170-000 NORTH COBB HIGH SCHOOL

Entered by: W9 Order: 98686

Item	Location	Ordered	Ship	Seq. No.
290019 24CB INK JET COLOR BOND 24X50	A-03B	1 RL	1 ✓	140 ✓
290021 24CB INK JET COLOR BOND 36X50	A-03B	1 RL	1 ✓	160 ✓
302268 20IB PLOTTER BOND 24X150 FT	A-1FL	2 RL	2 ✓	100 ✓
302298 20IB PLOTTER BOND 36X150 FT	A-2FL	1 RL	1 ✓	120 ✓
341220 SKETCH/TRACING WHITE 12X50YD	N-01D	2 RL	2 ✓	60 ✓
342694 FOAMCORE BOARD 1/8" WHT 20X32	UO12A	24 EA	24 ✓	40 ✓
341223 SKETCH/TRACING CANARY 12X50YD	UP02	2 RL	2 ✓	80 ✓

3/1/18



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Initials Date Initials Date

VENDOR: MODERN SCHOOL SUPPLIES

ADDRESS: P.O. Box 958 HARTFORD, CT 06143

Phone #: 800.243.2329 Fax #: _____

Reason for Purchase / Reimbursement (Including Who Benefited):
CLASSROOM CONSUMABLES

Quantity	Unit	Description (Include Stock #)	Unit Cost	Total Cost
13	EA	1/2" DRF TAPE 2300-A	5.22	67.86
4	BX	ERASER WHITE OVAL 10STATE	16.80	67.20
1	EA	BOND TRACING PAPER 5155-1	21.94	21.94
3	EA	SKETCH BOARDS 15x16" GB1516	13.31	39.93
3	EA	SKETCH BOARDS 18x19" GB1819	15.75	47.25

Note: Sales Tax is Reimbursed Only at Principal's Discretion.

Discounts (If Applicable)	
Shipping	<u>29.42</u>
TOTAL	<u>269.60</u>

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Requested By: BARCLASE 

Approved By: _____

Date: 2.26.18

Date: _____