Hancock County Educational Service Center

Purchase Order Requisition

Larry J. Busdeker, Superintendent
Greg A. Spiess, Treasurer
7746 C.R. 140
Findlay, OH 45840
(419) 422-7525 (419) 422-8766 FAX

Date_____

- ☐ Call/FAX Order In
- ☐ Mail Order In
- ☐ Order Has Been FAXED
- ☐ Order Has Been Called In
- ☐ Order Has Been Picked Up
- ☐ Return to_____for ordering

Order By: _____

To: _____

_____

_____

Deliver To: _____

_____

_____

PO Number _____

Please include shipping & handling charges if applicable.

Quantity	Unit	Description	Unit Price	Total
			Subtotal	
			Freight	
			Bal Due	

(Office Use Only)
Account No. _____ **Approved by**: _____ , **Superintendent**