

# Delabar CTE System

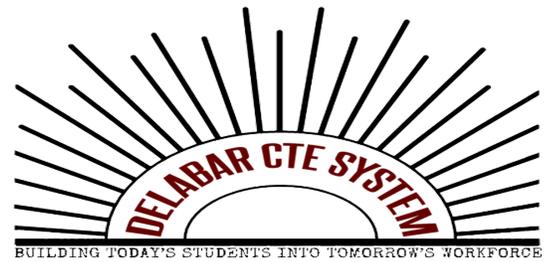
CTE – Education That Works

121 S. Prairie St.

Galesburg, IL. 61401

Phone 309.345-3828

Fax 309.345-6735



## Equipment/Supply Request Form FY 22

**Requests due no later than Dec 1st 2021**

### THIS BOX FOR DELABAR ADMIN USE ONLY:

ORDER DATE: \_\_\_\_\_

BUDGET ACCOUNT CODE: \_\_\_\_\_ PAYMENT AMOUNT: \_\_\_\_\_

ISSUE PAYMENT TO: \_\_\_\_\_

Equipment/Curriculum Improvement items must be ordered by Delabar and billed to Delabar. Items will be shipped directly to the school district. When orders arrive, please send the packing slip(s) to the Delabar CTE System office so we know the items have arrived and notify the Delabar CTE Systems Office at the above number.

School District: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

CTE Instructor: \_\_\_\_\_ Vendor Address: \_\_\_\_\_

Course(s) Impacted: \_\_\_\_\_ Vendor Phone/Fax/Website: \_\_\_\_\_

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL

TOTAL SHIPPING COST: \_\_\_\_\_

TOTAL AMOUNT DUE (FROM ALL PAGES): \_\_\_\_\_

Briefly describe how the purchase of this item(s) relates to Programs of Study and how its usage will be implemented in the classroom:

\_\_\_\_\_

### APPROVAL

DISTRICT ADMINISTRATOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SYSTEM DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

