Region IX Education Cooperative

1400 Sudderth Drive
Ruidoso, NM 88345

Phone: 505.257.2368 Fax 505.257.2141

Purchase Order

For REC IX Use Only

Supplier/Payable to: Name & Address

Fax #:

Ship To Location:

Fund:

- IDEA
- Title IIA
- Title III
- Drug Free Sch
- Head Start
- Other*(specify)

*

Object:

- Materials/Supplies
- Registration
- Travel
- Professionals Services
- Equipment over $1,000
- Equipment under $1,000
- Other*(specify)

*

Request Date: ***School District:*** ***Requested By:***

LEA Approval:
Superintendent's Signature

Catalog #	Description	Quantity	Unit Price	Total Price
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
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				-
				-
				-
				-
				-
				-

Under $3,000 Best Obtainable Price
Between $3,000 - $5,000 (3 attached written, signed price quotations)

Over $5,000
Formal Sealed bid No. _____
SPA# ____ GSA #_____

Subtotal:	-
Shipping:	-
Order Total:	-

Requisition #

For Internal Use Only

Send requisition with original signatures to Region IX at the above address to request Purchase Order.