

New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168



District Office

306 Ash Avenue South
New Richland, MN 56072
(507)465-3206
Fax (507)465-8633
Michael Meihak, Superintendent

Secondary School

306 Ash Avenue South
New Richland, MN 56072
(507)465-3205
Fax (507)465-8633
David Bunn, Principal

Elementary School

600 School Street
Ellendale, MN 56026
(507)684-3181
Fax (507)684-2108
Craig Kopetzki, Principal

Empowering students with knowledge and skills to succeed

Special Education Requisition Form

Person Requesting:	Date:	School:
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Vendor Name:	Vendor Phone:
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Vendor Address:	Vendor Email:
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Vendor Website:	Vendor Fax:
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Which one of the following is attached (use "x" to signify):

<input type="checkbox"/> Completed Vendor Order Form	<input type="checkbox"/> Printout of Online Shopping Cart	<input type="checkbox"/> Quote from Vendor
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Student Use or Staff Use (use "x" to signify):

<input type="checkbox"/> Student Use	<input type="checkbox"/> Staff Use
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Total Cost:

Special Notes:

SPED Account Code:

General Education Account Code:

Approved By & Date:

Requisition Field Definitions

Attach one of the following: vendor's order form, printout of your online shopping cart, or a quote from the vendor.

Student or Teacher usage is important as this will determine which budget we use.

Shipping if the order form does not list shipping costs, estimate 15% of total.

Special Notes this section can be used for notes to the vendor or the office.