**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PO Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Order #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SEMESTER 1**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vendor** | **Description of book** | **Version**  **(if any)** | **Grade level of Book** | **Teacher** | **Student** | **Qty** | **Unit Price** | **Total** |
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|  |  |  |  |  |  |  | **Subtotal** |  |
|  |  |  |  |  |  |  | **Shipping** |  |
| **NOTES:** | | | | | | | **Other** | - |
| **Admin will fill out the Total** | | | | | | | **TOTAL** |  |

**Administrative Notes**

|  |  |  |
| --- | --- | --- |
| **Administrator Signature** | **Order Placed** | **Expected Arrival Date** |
|  |  |  |