



Equipment/Curriculum Improvement

FY 2020 Request Form

Requests due no later
than December 6, 2019

Equipment/Curriculum Improvement items must be ordered by Delabar and billed to Delabar. Items will ship directly to the school district. When orders arrive, please open immediately to ensure accuracy and quality, then notify the Delabar CTE System office at mhjelmgren@roe33.net.

School District/Program Area: _____

Vendor Name: _____

Name: _____

Vendor Phone/Fax/Website: _____

Course(s) Impacted: _____

QTY	ITEM NUMBER (if applicable)	DESCRIPTION **Include exact item name and specific information**	UNIT PRICE	TOTAL
10	12345-A	(provide color choice, brand name, voltage, dimensions, etc.)	\$9.99	\$99.90

**For added space, please use page 2.

SUBTOTAL _____
 EXTRA PAGE TOTALS _____
 SHIPPING & HANDLING _____
TOTAL _____

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: _____

Delabar Office Use Only

Account No. : _____ Inventory No. : _____ Delivery Confirmed: _____

