

**KEYSTONE LEARNING SERVICES**  
 500 E. Sunflower Blvd.  
 Ozawkie, KS 66070  
 785-876-2214 fax 785-876-2629



**PURCHASE ORDER REQUISITION**

**Vendor Information:**

\*Name: \_\_\_\_\_  
 \*Address: \_\_\_\_\_  
 \*City, St, Zip: \_\_\_\_\_  
 \*FAX #: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Website: \_\_\_\_\_

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

\*Requested by: \_\_\_\_\_

\*Email: \_\_\_\_\_

Line No.: \_\_\_\_\_  
 (For Administrative Use Only)

Approved By: \_\_\_\_\_

Qty	Catalog No.	Description of Article	Unit Price	Unit Total
			<b>*Shipping</b>	
			<b>Total</b>	

\* Required Information