Curriculum & Instruction Order Request

If you are requesting an item to be processed and purchased through the Curriculum & Instruction office, please fill out this form.

DIRECTIONS: Submit this form to your Grade Level Representative/Department Chair for approval. Once approved, forward to your Principal for approval. Principal or Principal's Secretary will forward to C & I office for review and approval. You will be notified if your order is not approved. To prevent delays with your order, please be sure to include the Vendor/Publisher and Item Number/ISBN of the items you wish to have purchased for you.

ndor or Publisher	Item Description	Item Number or ISBN	Quantit	
ase continue on the rever	se side of the page if needed.		L	
 Grade Level Rep./ 	Department Chair: Please sign to authorize	the need for item(s).		
Signature		Final Ann	Final Approval by C.A.O.	

Signature