







Fairfax County Public Schools  
**PURCHASE REQUISITION, ORDER,  
 AND RECEIVING REPORT**

NUMBER AND PREFIX LETTERS APPEARING AT RIGHT MUST APPEAR ON ALL DELIVERIES, PACKAGES, INVOICES, PACKING SLIPS AND RELATED CORRESPONDENCE

NUMBER

013 -  
1187

Name of School and Address

Herndon High School  
 700 Bennett Street  
 Herndon, Virginia 20170

TEL: 703-810-2200 FAX: 703-810-2262

Date

4-15-13

Account To Be Charged

ECA 3A3

Purchase From

Sweetwater

Please Furnish, Deliver, and Bill to the Following:

MAY

Herndon High School  
 700 Bennett Street  
 Herndon, Virginia 20170

ATTN:

1 QUANTITY	2 ARTICLE AND DESCRIPTION	3 UNIT	4 UNIT PRICE	5 AMOUNT	6 QUANTITY RECEIVED
	Pisa meeting				
	lunches				
	Leondray Gidd	Larry Stroad			
	William Bates	David McDonald			
	Jan Nelson	Kelly Barr			
	David McDonald	Amanda Hedson			
	Kelly Wiering				

REMARKS

TAX EXEMPT # 003018644

APPROVED BY PRINCIPAL

*[Signature]*

DATE

4/15/13

REQUESTED BY

*[Signature]*

APPROVED BY TEACHER SPONSOR

ACCEPTANCE ACKNOWLEDGEMENT\*

DELIVERY IS:  PARTIAL  FINAL

DATE OF PAYMENT

Please read the *Instructions to Receiving Employee* on the back before the shipment arrives.

QUANTITY IN COLUMN 6 HAS BEEN:

- RECEIVED
- ACCEPTED AND CONFORMS TO THE PURCHASE ORDER EXCEPT AS NOTED
- INSPECTED

RECEIVING EMPLOYEE'S SIGNATURE

DATE RECEIVED



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 AND RECEIVING REPORT**

NUMBER AND PREFIX LETTERS APPEARING  
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 PACKAGES, INVOICES, PACKING SLIPS AND  
 RELATED CORRESPONDENCE

NUMBER  
 013 -  
 1017

Name of School and Address

Herndon High School  
 700 Bennett Street  
 Herndon, Virginia 20170

TEL: 703-810-2200 FAX: 703-810-2262

Date

4/30/13

Account To Be Charged

ECA SA1

Purchase From

McCormick & Schmick's

Please Furnish, Deliver, and Bill to the Following:

MAY

Herndon High School  
 700 Bennett Street  
 Herndon, Virginia 20170

ATTN:

1 QUANTITY	2 ARTICLE AND DESCRIPTION	3 UNIT	4 UNIT PRICE	5 AMOUNT	6 QUANTITY RECEIVED
	AA Appreciation				
	Dinner				
			282	52	
	Linda Crawford				
	Melanie Spear				
	Koz. Whitley				
	Bob Keaton				
	Susana Perichon				
	Linda Reid				
	Allison Petrucci				
	Dick Pierce				
	Tim Mack				

**REMARKS**

TAX EXEMPT # [REDACTED]

APPROVED BY PRINCIPAL

[Signature]

DATE

4/30/13

REQUESTED BY

Susana Perichon

APPROVED BY TEACHER SPONSOR

ACCEPTANCE ACKNOWLEDGEMENT\*

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