**STUDENT CLUBS, CLASS AND ORGANIZATIONS**
**PURCHASE OR CHECK REQUEST**

Brazos School for Inquiry and Creativity
District Tax ID # 31-1608946
Accounts Payable & Bill to Address:
410 Bethel Lane
Bryan, Texas 77802
979-775-2152 fax 979-774-5039

**DATE:** _____

**BSIC Club Name:**_____

**Company/Individual** _____

**Address:** _____

_____

☐ **Please write a check and return to** _____
☐ **There are special circumstances and this order will be placed by:**_____

| Description | Total Amount |
|---|---|
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**The Administration Office places all orders unless there are special circumstances - but - Approval will still be needed for all orders regardless of amount. Turn in packing slips and any invoices that you may receive to Admin.**

**Comments:** _____

_____

**The order has been placed by**

☐ **Fax** ☐ **Online**
☐ **Mail** ☐ **Phone**

**By:**_____

**Date:** _____

_____ ___ _____
**Club Sponsor** **Date**

_____ _____
**Principal/Supervisor** **Date**

_____ _____
**Superintendent** **Date**