**St. Matthew’s Catholic Primary School – Order Form**

**Company: YPO Date:**

**Staff Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject:**

| Code No: | Description | Unit Cost | Quantity | Total Price |
| --- | --- | --- | --- | --- |
| 758663 | YPO white stick adhesive tack – 12 pack | £5.79 |  |  |
| 704269 | Laminating pouches gloss A4- 100 pack | £6.19 |  |  |
| 704270 | Laminating pouches gloss A3 – pack of 100 | £11.99 |  |  |
| 716413 | YPO plastic erasers- 20 pack | £2.19 |  |  |
| 777889 | YPO Drywipe marker Bullet tip- 100 pack | £27.49 |  |  |
| 750980 | YPO Fine Tip Colouring pens 12 assorted Colours- 288 pack | £22.29 |  |  |
| 728306 | YPO Colouring pencils 12 assorted colours- 288 Pack | £15.49 |  |  |
| 706287 | YPO Metal Wedge Sharpener, Single hole pack of 10 | £2.79 |  |  |
| 737704 | Edding 363 Drywipe/whiteboard marker pens chisel tip 8 assorted colours – pack of 8 | £5.49 |  |  |
| 713303 | YPO Highlighters Green- 10 pack | £1.89 |  |  |
| 737852 | YPO Sticky Notes Yellow 76 x 76mm – 12 pack | £2.79 |  |  |
| 716480 | YPO Glue Sticks 40g – 50 pack | £21.49 |  |  |
| 718610 | YPO Address Labels 89 x 36mm – 250 pack | £1.75 |  |  |
| 721204 | YPO premium Glide Ballpoint pens black – 50 pack | £3.89 |  |  |
| 306764 | YPO/Helix shatter resistant ruler white 15cm – 50 pack | £4.99 |  |  |
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|  |  |  |  |  |
| **Total Sum of Order** | | | |  |
| **Amount available in budget** | | | |  |

**NB Separate sheet for separate suppliers please.**

**\*\* Please request available budget from Mrs. Latham and then return completed requisitions to Head for approval**

**Approved orders will then be passed to Business Manager for processing**

**Approved By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher**