North Carolina Department of
PUBLIC INSTRUCTION

PUBLICATION SALES INTERNAL ORDER FORM

For internal/DPI use only

ATTENTION

Per the State Auditor's Office requirements, publication purchases require a division director's signature and budget code before a transaction is completed.

Division Director _____ Date _____

BUDGET CODE

COMPANY	ACCOUNT	CENTER
0801		

FORM INSTRUCTIONS:

1. Download this form to your computer and open in Acrobat Reader. Do not fill out in your web browser, it will not save changes.
2. Select your publications from the pull down menus.
3. Type in the quantity needed of each publication.
5. Totals will auto-calculate.

CONTACT (PERSON ORDERING) _____ DIVISION/SECTION _____ PHONE NUMBER (984) 236-0000

Item No., Title	Quantity	Price Each	Total
Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
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Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
Select publication		$ 0.00	$ 0.00
Enter Item No. & Title for Non-Catalog (i.e., training items) or extra items		$ 0.00	$ 0.00
Enter Item No. & Title for Non-Catalog (i.e., training items) or extra items		$ 0.00	$ 0.00
		TOTAL	$ 0.00

NC Department of Public Instruction
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