

**SCHOOL DISTRICT OF PHILADELPHIA  
OFFICE OF PROCUREMENT SERVICES  
E-PROCUREMENT WEB SITE ORDERING FORM**

**PLEASE PRINT ALL FIELDS**

EMAIL ADDRESS \_\_\_\_\_

LAST NAME ONLY \_\_\_\_\_

FIRST & LAST NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

PHONE EXT. \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

SCHOOL/OFFICE NAME \_\_\_\_\_

ADMINISTRATOR'S E-MAIL \_\_\_\_\_

END USER SHIP TO ADDRESS \_\_\_\_\_

\_\_\_\_\_

SHIP TO LOCATION NUMBER (3 DIGIT) \_\_\_\_\_

SCE NUMBER \_\_\_\_\_

SCE DOLLAR AMOUNT \_\_\_\_\_

*Note: Please return this form to Procurement Services, Third Floor, Education Center, Attn: Joe Rischow or fax to 215-400-4381. Once your account is established you will be notified of your Login Name and password via E-mail.*

**INTERNAL USE ONLY**

**PEND 3**

\_\_\_\_ Delivery Date  
\_\_\_\_ Commodity Code  
\_\_\_\_ Vendor Number  
\_\_\_\_ Amount

**Advantage Approval**

\_\_\_\_\_  
**Added to Website**

\_\_\_\_\_