

Tracey Treinen • 218-564-4166 • 218-255-2782 12989 County Road 119 • Menahga, MN 56464

N/	0110	Date_	1-66-	70
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Address S	lenation School Strawn Andress			
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QUANTITY		PRICE	AMOUNT	
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	hank you!	TOTAL	170.	<u>@</u>

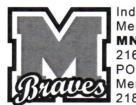


MENAHGA PUBLIC SCHOOLS

STUDENT ACTIVITY ACCOUNT REQUISITION & REIMBURSEMENT REQUEST

Date:								
Activity/	Activity/Group Name: Hs SPED							
Supplier Name (Pay To): KENMARK SCREEN PRINTERS								
For Requisitions: Scan and attach completed form to the "Notes" in the requisition. Also attach invoices, quotes, or other ordering information you may have for this request.								
For Reimbursements: Scan and attach completed form to the item row in the reimbursement along with the itemized receipts that show what was purchased. Sales tax is not reimbursed.								
Student Activity account codes pop up when you type in 21 in the account code field. Contact Kyle if the account you need does not show for you.								
	Description	Cost						
	15 ASSORTED T-SHIRTS FOR							
	SCHOOL STORE SALES							
	,							
	Shipping:							
	TOTAL Cost:	170.00						
Student Signature:								
Advisor Signature: _S. andress								

Admin Approval Is Completed in SMARTeR



Independent School District 821 Menahga Public School MN Tax Exempt ID: 8770824 216 Aspen Ave SE PO Box 160 Menahga, MN 56464 218-564-4141

To: KENMARK SCREEN PRINTERS 12989 COUNTY RD 119 MENAHGA MN 56464

Purchase Order

Number	Date	Page
5363	09/26/25	1 of 1

Ship Menahga Public School ISD 821

To: 216 Aspen Ave SE Menahga MN 56464

2185644141

Due Date	Terms	Ship Via	Vendor #	Category	Buy	er			Ven Phone	Ven Fax
09/25/25	RECEIPT		1-1371	SHAWN ANDRESS						
Seq# Item	n/Descripti	on/Comments		Requi	red	Quantity	U/M	Rate	Discount	Cost
1 Swa	g for the school	ol store		9/25	5/25	1.00	EA	170.0000	0.00%	170.00

Heidi Hagen

* Represents a modified line

Grand Total

\$170.00

Date:

09/26/2025