Kenmark
screen printers

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

Date 9-22-25

Name Menahga School Store

Address Shawn Andress

QUANTITY	DESCRIPTION	PRICE	AMOUNT
14	Assorted logoed tshirts	12.00	168.00
1	2x extended size	2.00	2.00

Thank You!

TOTAL $ 170.00

MENAHGA PUBLIC SCHOOLS

STUDENT ACTIVITY ACCOUNT
REQUISITION & REIMBURSEMENT REQUEST

Date: 9/25/25

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: ROBERT

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

Purchase Order

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

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

Ship To: **Menahga Public School ISD 821**
216 Aspen Ave SE
Menahga MN 56464
2185644141

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
09/25/25	RECEIPT		1-1371		SHAWN ANDRESS		

Seq#	Item/Description/Comments	Required	Quantity	U/M	Rate	Discount	Cost
1	Swag for the school store	9/25/25	1.00	EA	170.0000	0.00%	170.00

Heidi Hagen

*** Represents a modified line**

Grand Total **$170.00**

Authorized Signature: ____________________ **Date:** 09/26/2025

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