

# Plattsburgh City School District

SPECIAL EDUCATION OFFICE  
49 BROAD STREET  
PLATTSBURGH•NY•12901-3396  
518-563-6262 (Special Education Office)  
518-247-4955 (Special Education Fax)  
www.plattscsd.org

**Fortune Ellison**  
*Director of Special Education  
Chairperson, Committee on  
Special Education & CPSE  
fellison@plattscsd.org*

## Requisition Form for Special Education Office

*(Please use a separate sheet for each company)*

TEACHER : \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

BUILDING: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Quantity	Catalog#	Item Description	Unit Price	\$Total (quan x price)

SHIPPING & HANDLING: \_\_\_\_\_

TOTAL: \_\_\_\_\_

CSE DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**– MISSION –**

*Our mission is to educate each student of the Plattsburgh City School District by creating challenging, supportive, and interactive learning that advances intellectual, physical, social, and cultural development.*