Name: _____ Item Description: _____

Subject/Dept/Grade Level: _____ Date: _____

For School Year: Date Required

Instructions: Complete a separate requisition for each company and for each item description. Submit the requisition to your Building Principal. He/She will approve or defer and give the requisition to the Superintendent. When final approval is given by the Superintendent, the order will be written. The purchase order number and date mailed will be noted at the right hand bottom corner and a copy of this form will be returned to you.

Quantity	Name of Article/Description/Title/Color	Catalog Number	Page #	Company Name, Address, Phone, Contact Person	Unit Price	Total
					Sub Total	

Be sure to put in your Shipping and Handling. Unless directed differently by the catalog use 15%.

Shipping and Handling _____ Grand Total $0.00

Approved _____ Elem/HS Principal Approved _____ Superintendent Purchase Order Number

_____ Date _____ Date Date Mailed

Deferred Deferred Budget Code: