

**PURCHASE REQUISITION**

<b>DATE:</b>	
<b>NAME:</b>	
<b>SCHOOL/DEPARTMENT:</b>	
<b>VENDOR NAME:</b>	
<b>VENDOR NUMBER:</b>	
<b>ADDRESS:</b>	

<b>SHIP TO:</b>	
<b>ACCOUNT NUMBER:</b>	
<b>PROCUREMENT CODE:</b>	

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	COST
		<b>SUB-TOTAL</b>		
		<b>TAX</b>	8%	
		<b>SHIPPING &amp; SET UP</b>		
		<b>TOTAL</b>		

**PRINCIPAL/DEPT. HEAD APPROVAL:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DISTRICT OFFICE APPROVAL:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDITIONAL INSTRUCTIONS:** \_\_\_\_\_

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