



Purchase Requisition

Date of Requisition:

Use: Classroom
 Custodial
 Admin
 Other _____

Requested By: _____

PO Issued/Issue Payment to: _____

Payee Address: _____

Payee Phone/Fax/Email: _____

(Office Use)

Acct Code	Quantity	Description of {Product, Service, Item, etc.}	Unit Price	TOTAL
Subtotal				
Check Charge and Sales Tax				
Shipping				
Total				

Approved by: _____

For Office use: Please remember receipt