

Barre Unified Union School District
Purchase Requisition Form for FY21 Grant Expenditures

For Teacher/Staff Use: Please fill out completely.

Vendor name: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Please explain the purpose/need for item(s) requested below:

Catalog #	Item Description	Quantity	Unit Price	Total
			TOTAL:	

Teacher/Staff Signature & Date: _____

Grant Manager/Supervisor Approval & Date: _____

******* DO NOT WRITE BELOW THIS LINE *******

For Central Office Use Only:

- P.O.#
- Procurement Form attached
- Order has been placed
- Funding Source/Grant:
- Strategy #