

# Billings Public Schools Tag/Equipment Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School/Location: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Vendor: \_\_\_\_\_ Description of Merchandise: \_\_\_\_\_

Brand: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Pcard# \_\_\_\_\_ (last four digits) Card Holder: \_\_\_\_\_ Name

Receipt Attached: Yes No (circle one)

Account Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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## PURCHASING DEPARTMENT USE ONLY

Date Received: \_\_\_\_\_

Tag #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Director of Purchasing Approval: \_\_\_\_\_

### INSTRUCTIONS:

1. Make sure all required information is filled in
2. Copy of receipt
3. Send original Billings Public Schools Tag/Equipment Form
4. Forward all documents to Gregg or Brent/Warehouse

**PLEASE SEND THIS FORM WITH YOUR ATTACHED RECEIPT TO THE PURCHASING DEPARTMENT**