

**PRESTON BOARD OF EDUCATION
REQUISITION FORM**

ORDERED BY: _____

SHIP TO:

PVMS
TECH

PPMS
SPED

MAINT
GARAGE

VENDOR: _____

< VNAME

< ADDR #1

< ADDR #2

< CITY, STATE, ZIP

PHONE: () _____

FAX: () _____

CONTACT: _____

ACCOUNT: _____

	CATALOG #	DESCRIPTION	QTY	UNIT COST	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- Attach additional sheets, quotes or order forms as necessary
- Ensure current catalog or cooperative bid pricing

SHIPPING & HANDLING:

TOTAL REQUISITION:

APPROVED BY: _____

REQN NUMBER: _____

SCHOOL YEAR: _____