

# STOCK REQUISITION

THIS IS NOT A  
PURCHASE ORDER

PLEASANTON UNIFIED SCHOOL DISTRICT  
4750 First Street ~ Pleasanton, California 94566  
WALK IN HOURS 6:30 am-2:00 pm

FOR UPDATED CATALOG PLEASE VISIT:  
PLEASANTONUSD.NET/DEPARTMENTS/BUSINESS-SERVICES/PURCHASINGWAREHOUSE/WAREHOUSE/

PLEASE PRINT

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

Site/Location/Department \_\_\_\_\_ Principal/Manager's Signature \_\_\_\_\_

Account Code \_\_\_\_\_

ITEM NO.	STOCK NUMBER	DESCRIPTION OF MATERIALS AS SHOWN IN SCHOOL SUPPLY CATALOG	NUMBER	UNIT	ISSUED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

ORDER RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_ FILLED BY \_\_\_\_\_ DATE \_\_\_\_\_