

Dodge County BOE Requisition

Date: _____ PO: _____

Vendor _____ # _____

Address: _____

Email: _____

Phone: _____

Ship To: _____ Attention: _____

Address: _____

Phone: _____

Email: _____

Item Number	Quantity	Description	Unit Price	Total Price

Requisitioned by: _____ Date: _____

Administrator Approval: _____ Date: _____

For Office Use Only:

Director Approval: _____ Date: _____

Funding Code: _____

**Submit signed/approved requisition to appropriate director for approval. No purchases can be made without a complete requisition form. Any purchases or registrations made without appropriate documentation may be cancelled.*