

Visalia Unified School District Requisition

(This is not a Purchase Order)

DATE ____ / ____ / ____

VENDOR NO. _____
(PURCHASING OFFICE USE)

SITE _____

DEPARTMENT _____

BUDGET NO. _____

Fund (3 digits)	Resource (5 digits)	Year (1 digit)	Goal (5 digits)	Function (5 digits)	Object (5 digits)	Site (3 digits)	Type (4 digits)	Mgr. (3 digits)	Amount

VENDOR _____

CITY _____

ADDRESS _____

STATE _____ ZIP CODE _____

QUANTITY	UNIT	DESCRIPTION of items (include model, brand, catalog no., etc.)	ESTIMATED COST	
			UNIT COST	EXTENSION

The purchase order addresses the following goal(s) for the District's LCAP and/or school site's plan for student achievement: Funding Source _____

- | | |
|--|--|
| ☐ Student Achievement | ☐ Parental Involvement |
| ☐ School Climate (reducing student suspension/expulsions) | ☐ Implementation of Common Core State Standards |
| ☐ Student Engagement (increasing attendance and graduation rates) | ☐ Increasing Course Access |
| | ☐ Other |

SUB-TOTAL

SALES TAX

*SHIPPING

TOTAL
ESTIMATED
COST

INDICATE: Special Funds _____

REQUESTED BY: _____

APPROVED BY

Dept. Supervisor _____

Purchase Order No. _____

Principal _____

(PURCHASING OFFICE USE)

Dist. Administrator _____

Issued By _____

(PURCHASING OFFICE USE)