



Greenwood Lake Union Free School District

Greenwood Lake, New York 10925

Requisition Form

Suggested Supplier _____ Date _____

For Sending the Purchase Order:

Physical Address _____

Fax # or Email _____

(If the information above is not filled out, the PO will go through regular mail as opposed to being faxed or emailed.)

Budget Code _____

Deliver Materials To: _____

Quantity	Unit	Description	Unit Price	Total
			Total:	

Originator Date

Administrator Approval Date

Approved by Superintendent (if over \$5000) Date