Oakes Public School

804 Main Ave. Oakes, ND 58474
Phone: (701) 742-3234 Fax: (701) 742-2812
www.oakes.k12.nd.us

REQUISITION FORM

COMPANY NAME: _____ DATE: _____

COMPANY ADDRESS: _____ ORDERED BY: _____

_____ ACCOUNT: _____

FAX NUMBER: _____

EMAIL: _____

Attach Needed Documents as Required

QUANTITY	PRODUCT NUMBER	ITEM DESCRIPTION & USE	PRICE	AMOUNT

REIMBURSEMENT REQUEST: ☐ YES ☐ NO BUDGET YEAR: _____

SUPERVISOR APPROVED: _____

SUPERINTENDENT APPROVED: _____

DATE ISSUED: _____ **PO NUMBER:** _____

(OPS OFFICE USE ONLY)