

FABENS INDEPENDENT SCHOOL DISTRICT
PURCHASE ORDER REQUISITION



BILL TO: Fabens Independent School District
Accounts Payable Department
PO Box 697
821 NE "G" Ave
Fabens, TX 79838
PHONE: (915) 764-2025 FAX: (915) 764-2968

PO#

CHECK REQUEST
 Date Required

VENDOR #:
 Name:
 Address:
 City, State, Zip:

Initials **BID APPROVED**

Quantity	Item Number	Description	Unit Price	Extended Amount

Shipping:
 Discounts:
 Total:

Prepared By Date Campus/Dept Approval Date

Technology Approval Date Finance & Support Approval Date

Federal Funding Approval Date Superintendent Approval Date

Fund	Function	Object	Sub-Obj	Org	Pic	Amount

Total

Justification: (Must link to Campus Improvement Plan/ District Improvement Plan)
 Goal:
 Performance Objective:
 Strategy:

Purchases ≥ 10,000.00 require 3 quotes & allowable activity forms.
An allowable Activity Form is required for all ESSER purchases.