P.O. #

PURCHASE REQUISITION

FRESHWATER EDUCATION DISTRICT #6004

Wadena, MN 56482

DATE: _____

PROGRAM: _____

ATTN: _____

DEPT: _____

ACCOUNT NO. _____

Vendor: _____

Phone: _____

Email/Web address: _____

1. All Requisitions for $10,000.00 or more must have at least two (2) quotations, in writing, attached.
2. All Requisitions for $35,000.00 to $175,000 must have at least three (3) quotations in writing, attached.
3. All Requisitions greater than $175,000 will require a sealed bid.
4. Be sure to include shipping and handling charges - if not available, estimate at 10%
5. Please be sure to obtain authorized signature.
6. For a Vendor performing services please **attach a completed, signed W-9.**

☐ Check if using a FED P-Card for purchase

Quantity	Catalog or Parts No.	DESCRIPTION	Unit Price	Total
		•Is the cost also generated by students without Individual Education Programs (IEP's)?	☐ Yes	☐ No
		• In the absence of special education needs, would this cost exist?	☐ Yes	☐ No
		• If it is a child specific service, is the service documented in the student's IEP?	☐ Yes	☐ No
			TOTAL:	

Date _____ 202__

_____

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AUTHORIZED SIGNATURE