REQUISITION REQUEST

Pleasant Hill Elementary School Student Body Funds

This is a requisition request and does NOT authorize a purchase. Orders or commitments made prior to receiving a signed and completed Purchase Order will not be honored and you may be responsible for any charges incurred. Please allow at least five days for processing.

Vendor Name & Address
(one vendor per Requisition, attach W-9 if new)

_____

_____

_____

Date: _____
Requested By: _____
Date Needed: _____
☐ DO to order ☐ ES Sec to order
☐ Requester will order

Qty	Description	Unit Price	Item Total

Fund	Function	Object	Location	Area	Sub Area
269	1111	0410	560	630	

Sub-Total	
Shipping	
Total	

_____
Teacher/Club Advisor

_____
Principal

IV Requisition No.

_____
Business Manager or Superintendent

_____
Date

Sub Area	
854	Black
200	Bofto
807	Bond
808	Collins
801	Craig
817	Davis
810	Fisher
815	Goble
803	Grassman
804	Griffiths
812	Holladay
802	Hoskins
819	Howell
814	Mason
816	Michlanski
805	Quinones
806	Reinking
813	Shaddon
820	Smith
809	Smythe
818	Sprague
859	Strong
823	Thomas
824	Wolpe
811	Yates
858	Library

Date: Your Name

Requested By: 08/01/24

Date Needed: 08/22/24

☐ DO to order ☐ ES Sec to order

☑ Requester will order

Check one box to determine who will place your order.

Fund	Function	Object	Location	Area	Sub Area
269	1111	0410	560	630	

Leave Sub Area blank.

Sub-Total	
Shipping	
Total	

Include any shipping costs here.

Sign and submit your Requisition Request.

Teacher/Club Advisor