REQUISITION REQUEST

Pleasant Hill Elementary School

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 will order

☐ Requester will order

Fund if not using classroom budget _____

Item							Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area				
Item							Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area				
Item							Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area				
Item							Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area				
Item							Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area				
Item							Qty	Unit Price	Item Total
Fund	Function	Object	Location	Area	Sub Area				

Sub-Total	
Shipping	
Total	

_____
Department Head

_____
Principal/Director

IV Req. Number

_____
Business Manager or Superintendent

_____
Date