

LONE PINE UNIFIED SCHOOL DISTRICT PURCHASE REQUISITION

(DO NOT ORDER MATERIALS UNTIL YOU HAVE RECEIVED AN OFFICIAL WRITTEN PURCHASE ORDER FROM DISTRICT OFFICE)

(VERBAL APPROVALS ARE NOT VALID UNTIL ALL PAPERWORK HAS BEEN COMPLETED AND YOU HAVE RECEIVED AN OFFICIAL WRITTEN PURCHASE ORDER FROM DISTRICT OFFICE)

To Complete Form Just Fill In The Yellow Areas Only - Form Does The Math

Suggested Vendor		Vendor No. _____
Vendor Address		(Assigned By Bus Ofc.)
Telephone Number:		Contact Person
FAX Number: Must enter each time		
Materials Required By:		
School Site/Department/ Program/Grant To Be Charged	DATE	Requisitioner

How does this Comply with State Standards or Common Core:

CATALOG		Quantity Ordered	DESCRIPTION	ESTIMATED PRICE	
Page Number	Item Number			Unit Rate	Total Price
			SUB-TOTAL		
MUST HAVE >				Estimated Shipping (Weight: _____)	MUST HAVE >
MUST HAVE >				Sales Tax (Inyo County 8.00%)	MUST HAVE >
(all purchases must paid sales tax even if out of state vendor does not charge--State of Calif will)					
				GRAND TOTAL	

Principal Approval: MUST HAVE THIS APPROVAL	Date
Superintendent Approval	Date
Business Services Approval	Date