Purchase Requisition Request Form

This form is used to request expenditure of Ferndale Area School District funds. After your requisition is approved, you will receive notification with a Purchase Order number. Please submit to Building Secretary or directly to the Business Office .

Requested By: Date of Request:

Vendor Name: Department:

Vendor Address:

Budgeted: ☐ Yes ☐ No

Item #	Description (Hyperlink to Item, if possible)	Qty	Unit Price	Total Amount

Please note: Tax should never be added to purchases for FASD. Please reach out if you need assistance with obtaining an FASD Tax Exempt form for a vendor.

Total: $_____

Please submit this form and attach any applicable supporting documentation.
This form should be submitted BEFORE making any registrations or purchases.
Reach out to accountspayable@fasdk12.org with any questions.