



2019-2020

# PULASKI ACADEMY & CENTRAL SCHOOL REQUISITION FORM

PO # \_\_\_\_\_

Type of Requisition:

- Contractual
- Equipment
- Material & Supplies
- Textbooks

VENDOR:

DATE:

ADDRESS:

REQUESTOR:

CITY:

STATE:

ZIP CODE:

GRADE, SUBJECT, ACTIVITY:

ELEMENTARY OR MIDDLE/HIGH SCHOOL (circle one)

FAX #:

EXPENSE CODE:

**Directions:** Use a separate requisition for each vendor. Include quantity, item # and clear description of each item you are ordering. Be specific! For conferences, include date, name and description; attach vendor flyer/registration form. For repairs, include full description of work to be done.

QTY	ITEM/CATALOG #	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Maximum order: 15 items per requisition

**SHIPPING / HANDLING**

**TOTAL**

I certify that there are monies available to pay this order and the appropriation accounts have been encumbered for this order. Deliver items as indicated above.

**Signature of Requestor:**

\_\_\_\_\_

Requestor

**Administrator's Approval:**

\_\_\_\_\_

Administrator

\_\_\_\_\_

Purchasing Agent