

# PURCHASE REQUISITION

## North Pike Public Schools

Vendor and Complete Address

School/Department \_\_\_\_\_

Order For: \_\_\_\_\_  
 (Program)

Date \_\_\_\_\_ Date Required \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Teacher \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Budget Code	Item/Catalog Number	Description	Quantity	Unit Price	Total Price
Fund					
Function					
Program Code					
Object					
Unit					
<input type="checkbox"/> Check Here if this is a Technology Purchase					
<b>Shipping Charges</b> →					
<b>TOTAL</b>					
			\$		

Purchase Order Attached \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

\_\_\_\_\_  
 Principal/Supervisor

\_\_\_\_\_  
 Date

.....  
 (CENTRAL OFFICE USE ONLY)

Denied \_\_\_\_\_ Approved \_\_\_\_\_

Quotes Needed \_\_\_\_\_ No. \_\_\_\_\_

Bids Needed \_\_\_\_\_ No. \_\_\_\_\_

\_\_\_\_\_  
 Superintendent

\_\_\_\_\_  
 Date