

2017 - 2018

PURCHASE ORDER - REQUISITION REQUEST

PURCHASE ORDERS ARE REQUIRED FOR ANY PURCHASE OVER \$300

PLEASE FOLLOW DIRECTIONS:

* GENERAL FUND PURCHASES : Deliver completed form to your campus secretary for input into the on-line Requisition system. Once approved on-line by the campus Principal and Business Manager, the campus secretary will print a system-generated PO form for you. Please use that form and/or PO number for placing your order. When your order is received, mark "RECEIVED" and the date it was received on the system-generated form and return to your campus secretary, who will mark it "received" in the system and forward to the Business Office for payment. If an invoice is included with the item, please attach the invoice.

VENDOR NAME: _____

DATE: _____

ADDRESS: _____

ORDER REASON: _____

Table with 5 columns: Catalog Nbr, Description, Unit Price, Quantity, Total

Account Code: _____

Table with 5 columns: Catalog Nbr, Description, Unit Price, Quantity, Total

Account Code: _____

Table with 5 columns: Catalog Nbr, Description, Unit Price, Quantity, Total

Account Code: _____

Table with 5 columns: Catalog Nbr, Description, Unit Price, Quantity, Total

Account Code: _____

Table with 5 columns: Catalog Nbr, Description, Unit Price, Quantity, Total

Account Code: _____

GRAND TOTAL: \$ _____

Requestor signature: _____

Business Mgr. signature: _____

SHIP TO: WEIMAR ISD ATTN: 506 W. MAIN WEIMAR TX 78962
BILL TO: WEIMAR ISD ATTN: ACCOUNTS PAYABLE 506 W. MAIN WEIMAR TX 78962
PHONE (979) 725-9504 * FAX (979) 725-8737
NO BACK ORDERS ACCEPTED AFTER 60 DAYS * STATE SALES TAX NO. 1-74-6002543-4