2019 - 2020

ACTIVITY FUND - REQUISITION REQUEST

FOR ACTIVITY FUND PURCHASES *: Deliver completed form to your campus secretary. Once approved, campus secretary will print a PO form with a PO number for you to use to place order. When your order is received, mark "RECEIVED", date and initial, and return to the campus secretary who will forward to the Business Office for payment.*
PLEASE ATTACH INVOICE AND ALL SUPPORTING INFO.

VENDOR NAME: _____

ADDRESS: _____

_____ **DATE:** _____

ORDER REASON: _____

_____

ACTIVITY FUND: _____

QUANTITY	*DESCRIPTION*	*UNIT PRICE*	*Total*
		Grand Total:	

Requestor signature: _____

Campus Principal Approval: _____

Business Mgr. Approval: _____

SHIP TO:	**WEIMAR ISD**	**BILL TO:**	**WEIMAR ISD**
	ATTN: _____		**ATTN: ACCOUNTS PAYABLE**
	506 W. MAIN		**506 W. MAIN**
	WEIMAR TX 78962		**WEIMAR TX 78962**

PHONE (979) 725-6300 * FAX (979) 725-8737

NO BACK ORDERS ACCEPTED AFTER 60 DAYS * STATE SALES TAX NO. 746002543