

2017 - 2018

ACTIVITY FUND - REQUISITION REQUEST

PURCHASE ORDERS ARE REQUIRED FOR ANY PURCHASE OVER \$300

PLEASE FOLLOW DIRECTIONS:

**** ACTIVITY FUND PURCHASES :** Deliver completed form to Diane Koehn in the Business Office. Once approved, an Activity Fund PO Number will be assigned and the form will be returned to you to place your order. When your order is received, mark "RECEIVED" and the date it was received on this form and forward to the Business Office for payment. If an invoice is included with the item, please attach the invoice.

ACTIVITY FUND PO NUMBER (Business Office) :

VENDOR NAME: _____

ADDRESS: _____

DATE: _____

ORDER REASON: _____

Catalog Nbr	Description	Unit Price	Quantity	Total

** Activity Fund Name:	
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Catalog Nbr	Description	Unit Price	Quantity	Total

** Activity Fund Name:	
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Catalog Nbr	Description	Unit Price	Quantity	Total

** Activity Fund Name:	
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Catalog Nbr	Description	Unit Price	Quantity	Total

** Activity Fund Name:	
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Catalog Nbr	Description	Unit Price	Quantity	Total

** Activity Fund Name:	
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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	