2023-2024

REQUISITION REQUEST

REQUISITION REQUESTS ARE REQUIRED FOR ANY PURCHASE OVER \$300

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 & 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:					
Acct Code	Descri	ption	Quantity	Unit Price	Total
4					
4					
Requestor signature: Campus Principal Approval: Business Mgr. Approval:		Date: Date: Date:		•	
SHIP TO: WEIMAR ISD ATTN: 1189 Hwy 90 West WEIMAR TX 78962 PHONE (979) 725-6 NO BACK ORDERS ACCEPTED AR	BILL TO: 6300 * FAX (979) 725-10 FTER 60 DAYS * STATE SA				