

2021 - 2022

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: _____

Date: _____

ADDRESS: _____

ORDER REASON: _____

Acct Code	Description	Quantity	Unit Price	Total
----- -2				
----- -2				
----- -2				
----- -2				
----- -2				
----- -2				
----- -2				
----- -2				
----- -2				
----- -2				
----- -2				
----- -2				

Grand Total: \$ _____

Requestor signature: _____ Date: _____

Campus Principal Approval: _____ Date: _____

Business Mgr. Approval: _____ Date: _____

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) 725-6300 * FAX (979) 725-8737 NO BACK ORDERS ACCEPTED AFTER 60 DAYS * STATE SALES TAX NO. 746002543	