

# 2022 - 2023

## 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				
-----2				
-----2				
-----2				
-----2				

Grand Total: \$ \_\_\_\_\_

Requestor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Campus Principal Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Business Mgr. Approval: \_\_\_\_\_

Date: \_\_\_\_\_

<b>SHIP TO: WEIMAR ISD</b> <b>ATTN: _____</b> <b>1189 Hwy 90 West</b> <b>WEIMAR TX 78962</b>	<b>BILL TO: WEIMAR ISD</b> <b>ATTN: ACCOUNTS PAYABLE</b> <b>1189 Hwy 90 West</b> <b>WEIMAR TX 78962</b>
PHONE (979) 725-6300 * FAX (979) 725-1048 NO BACK ORDERS ACCEPTED AFTER 60 DAYS * STATE SALES TAX NO. 746002543	