

2024 - 2025

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
-----4				
-----4				
-----4				
-----4				
-----4				
-----4				
-----4				
-----4				
-----4				
-----4				

Grand Total: \$ _____

Requestor signature: _____

Date: _____

Campus Principal Approval: _____

Date: _____

Business Mgr. Approval: _____

Date: _____

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