

2025 - 2026

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

Grand Total \$ _____

Requestor signature: _____ Date _____

Campus Principal: _____ Date _____