PURCHASE REQUISITION

Requested By: _____ Principal Approval: _____

Date: _____ Supt Approval _____

Company _____

Address _____

_____

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Fax _____

Quantity	ISBN or Item number	Description	Unit Price	Total $
		Shipping & Handling		
		Minimum Order Charge		
		Grand Total		

1. Use a separate requistion for each company.
2. The business office will complete the purchase order. You will receive a copy.
3. Use the exact cost where indicated. Estimate costs if necessary.
4. For textbooks: use ISBN of the edition you are ordering. Teacher editions have different ISBNs than student editions.