Centre USD 397
FY2015-16

PURCHASE REQUISITION

(For Equipment and Supplies)

Submit Both Copies
To Building Principal

EQUIPMENT INFORMATION
Replacement Item ___
Additional Purchase ___

Use separate requisition for each source of supplies or service.
Please Type or Print

Name and Address of Vendor: _____

_____

Date: _____

Person Making Request:_____

Dept. or Grade:_____
School: _____

QUANTITY	CATALOG NO.	PAGE	ARTICLE	UNIT PRICE	TOTAL COST	

REASON APPROVAL WITHHELD

TOTAL $ _____

_____

_____

Recommended by _____

DATE:_____

Approved by _____