

General Requisition
John Glenn School Corporation

Vendor #: _____
 Requisition #: _____
 PO #: _____
 Acct. Bal: _____

Date: _____
 School: _____

Fund Program Object CC

I request that the supplies or equipment listed below be purchased from Board funds.
 The items listed are needed for the following reasons:

Give name of firm or company. If items are to be ordered from more than one source, make out separate requisitions for each firm.

Order from: _____
 Address: _____
 Phone: _____

Qty.	Cat. No.	Description	Unit Cost	Total Cost

For more than six items, put "see attached " in description and attach list. Total: _____
 7% Shipping: _____
~~Order~~ Needed by: _____ Grand Total: _____

Note : After approval by the Principal and Superintendent, a duplicate copy of this requisition will be made and kept on file in the Principal's office with two copies of the Purchase Order. The second copy of the Purchase Order shall be returned to the Central Office with the packing slip when the order has been received.

1
 Staff Member
2
 Principal

3
 Superintendent