

MENA PUBLIC SCHOOLS
2018-19 REQUISITION

THIS IS NOT A CHECK REQUEST

Note: Orders over \$50 must have prior approval and a purchase order number.

Date: _____ Name: _____ School Campus: _____

Fund/Account to be Charged: _____

Vendor/Supplier: _____

Quantity	Description: Item, size, color, capacity, etc.	Est. Cost

Supervisor: Signature _____ Approval Date: _____

All new Vendors/Suppliers Require a W-9 for Payment