

**LA JOYA I.S.D. Purchase Order Requisition**

Vendor Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

Vendor Contact Person: \_\_\_\_\_

Vendor Telephone Number: \_\_\_\_\_

Vendor Fax Number: \_\_\_\_\_

Campus: Ann Richards M S

Requisition #: \_\_\_\_\_

Date Entered: \_\_\_\_\_

**Ship to:**  
**La Joya I.S.D. Central Whse.**  
**Expressway 83**  
**La Joya, Texas 78560**

Name	Amount
Vendor #1:	
Vendor #2:	
Vendor #3:	
Attach Vendor's Quotations	

Qty.	Product #	Description	Unit Price	Extension
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
<b>Shipping &amp; Handling</b>				
<b>Total</b>				\$ -

**Account(s)**

Fund	Function	Class Object	Sub-Object	Organization	PPBS	Total

<b>For Purchasing Dept. Use Only</b>	
Date Received:	_____
Time:	_____
By:	_____

Requisitioned By: \_\_\_\_\_

Approved By: \_\_\_\_\_