



Grand View School

Home of the Chargers

Purchase Requisition/Order Form

Date

Vendor		Address		Telephone
City	State	Zip Code	Ship To: ATTENTION	

Requested By

Purchase Procedure

1. Complete this requisition form.
2. Teacher's signature is required.
3. Director or Superintendent signature is required.
4. PO number must be assigned.
5. Requisition must be signed by the encumbrance clerk.
6. Steps 1-5 must be completed prior to any purchase.

FY	FUND	PROJ	FUNCT	Office Use Only		SUBJECT	PO NUMBER	DATE REC'D
				OBJ	PROG			

SPECIAL NOTES								

Item #	Page	Qty	Description	Unit Price	Total Price
Shipping and Handling Charges					
TOTAL					

Teacher Signature

Encumbrance Clerk

Director or Superintendent Signature