

To: SUPERINTENDENT OF SCHOOLS

REQUISITION TO THE

REQUISITION NUMBER: _____

BOARD of EDUCATION

SCHOOL DISTRICT NO. 1-125, KAY COUNTY

Newkirk, Oklahoma

PURCHASE ORDER NO. _____

VENDOR NUMBER _____

DATE _____

NOTE: THIS IS NOT A PURCHASE ORDER. THIS FORM IS TO BE PRESENTED TO SUPT. OF SCHOOLS OFFICE FOR PURCHASE ORDER. BE SURE TO GIVE ALL INFORMATION AVAILABLE AS TO DESCRIPTION AND ESTIMATED COST, ETC.

THE FOLLOWING ITEMS MAY BE PURCHASED FROM: VENDOR NAME: _____

ADDRESS: _____

PHONE: _____ ZIP: _____

QUANTITY REQUESTED	CATALOG NUMBER	DESCRIPTION	UNIT PRICE	TOTAL ESTIMATED COST	FUND						
					FY	PROJ	FUNC	OBJ	PROG	SUBJ	JOB
COMPUTE AND TOTAL YOUR ORDER											
				TOTAL →							
ANY SUPPLIES OR MATERIALS TO BE PAID FOR FROM SCHOOL DISTRICT GENERAL FUNDS MUST BE REQUESTED ON THIS FORM.											

REQUESTED BY: _____

GRADE LEVEL / DEPT. / SUBJECT: _____

BUILDING: _____

WHITE - SUPERINTENDENT'S COPY YELLOW - APPROVAL/RECEIVING PINK - PRINCIPAL'S COPY

ALLOCATION _____ PRINCIPAL _____ SUPERINTENDENT _____