Apple Springs ISD

*Where Character Counts!*

**2019-2020**

**PURCHASE REQUISITION**

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

Purchase Order \_\_\_\_\_ Check \_\_\_\_

Vendor \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quantity Description Unit Price Total

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Requisition Total: **$**

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Account Code (office use only)