

WEST LIBERTY COMMUNITY SCHOOL DISTRICT

Requisition for Supplies or Equipment

Date: _____ Purchase Order # _____

Company Phone (_____) _____

Company FAX (_____) _____

(Do not order items in advance of receiving purchase order number from Central Office.)

Person or Group Requesting Order _____

For Activity, Subject & Grade _____

All Resale or Fundraising must be pre-approved by administration.

Professional Development & activity trips contact the Central Office for Credit Card.

Complete the entire name and address of vendor

Name _____

Street Address _____

City/State & Zip code _____

Website _____

Qty	Unit	Catalog Number	Detailed description of item/s (include size or color)	Unit Cost	Total Cost	Budget Code (OFFICE USE ONLY)
						Shipping/handling charge if applicable
						Grand Total

Directions to complete this form

1. Fill out the information for the vendor you are purchasing from- their name, complete address, telephone, website (if applicable) and FAX number.
2. Give specific directions about the items ordering and how to place the order. (See bottom left corner for "Action to Place This Order".)
3. **Always attach a copy of a quote from the company or a pdf of the cart that shows the items and amounts you are wanting to order.** Write in the detailed description on this page to "see attached and just write what this is for".
4. Submit all completed requisitions to your Building Administrator first for their recommendation for ordering, they will then send on to Central Office for approval.
5. Your building administrator and Central Office must approve all orders before you order is placed. **DO NOT PLACE AN ORDER WITHOUT A PO# FROM CENTRAL OFFICE FIRST.**

IMPORTANT: Action To Place This Order Check below on how to place order

- Central Office to order with Purchase Order
- On-line order to be placed by Central Office
- On-line order to be placed by person ordering
- Person ordering will order after PO is approved
- Payment must be made with order by check
- Building Credit card to be used after PO is given

District/Shared Document/Melody 9/09/20

Office Use Only:

(Recommendation)

☐ Approved

☐ Denied

(Decision)

☐ Approved

☐ Denied

Building Administrator or Activities Director

Business Manager or Superintendent