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| POTTSBORO INDEPENDENT   SCHOOL DISTRICT 1401 Katy Ln · POTTSBORO, TX 75076  Phone: 903.771.2977 · Fax: 903.415.6543 | PURCHASE REQUISITION |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | VENDOR NAME |  | | STREET ADDRESS |  | | CITY, STATE, ZIP |  | | FAX # |  | | PHONE # |  | |  | |  |  | | --- | --- | | DATE |  | | DATE NEEDED |  | | DELIVER TO |  | | CAMPUS | select campus | | PERSON REQUESTING |  | | | |

Comments: *Enter any comments here.*

For auto calculation and updates of totals and grand total, right-click on the $0.00 and click “Update Field”.

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| CATALOG NUMBER | QTY | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  |  |  | $ 0.00 |
|  |  |  |  | $ 0.00 |
|  |  |  |  | $ 0.00 |
|  |  |  |  | $ 0.00 |
|  |  |  |  | $ 0.00 |
|  |  |  |  | $ 0.00 |
|  |  |  |  | $ 0.00 |
|  |  |  |  | $ 0.00 |
|  |  |  |  | $ 0.00 |
| Shipping and Handling | | | |  |
| *(for auto calculation and updates of totals and grand total, right-click on the $0.00 and click “Update Field”)* **GRAND TOTAL** | | | | **$ 0.00** |

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| 1. Complete online form. 2. Email submission to campus principal/supervisor. 3. Save a copy for your records. | |  |  | Prepared By:  Principal/Supervisor Approval: | | | | |
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| FUND | FUNCTION | OBJECT | SUB-OBJECT | | ORGANIZATION | FY | PROGRAM | AMOUNT |
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