|  |  |
| --- | --- |
|  POTTSBORO INDEPENDENT  SCHOOL DISTRICT 1401 Katy Ln · POTTSBORO, TX 75076 Phone: 903.771.2977 · Fax: 903.415.6543 | PURCHASE REQUISITION |
|

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| VENDOR NAME |   |
| STREET ADDRESS |    |
| CITY, STATE, ZIP |   |
| FAX # |   |
| PHONE # |   |

 |  |

|  |  |
| --- | --- |
| DATE |   |
| DATENEEDED |   |
| DELIVER TO |   |
| CAMPUS | select campus |
| PERSON REQUESTING |   |

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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”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATALOGNUMBER | 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** |

|  |  |  |  |
| --- | --- | --- | --- |
| 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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