



PURCHASE REQUISITION <span style="color: red; font-weight: bold;">2023-2024</span>				
VENDOR			REQUEST DATE	
ADDRESS			REQUESTED BY	
C/ST/ZIP			DEPARTMENT	
WEBSITE			PLEASE ALLOW 2 WEEKS FOR DELIVERY	
EMAIL				
PLEASE PROVIDE COMPLETE INFORMATION & ATTACH ITEM DETAIL OR SHARE AMAZON CART				
ITEM #	QTY	DESCRIPTION	UNIT PRICE	TOTAL
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
SUBTOTAL			\$0.00	
SHIPPING & HANDLING ESTIMATE 10%			\$0.00	
ACCOUNT #			PAGE TOTAL	
			\$0.00	

PRINC / DEPT HEAD APPROVAL \_\_\_\_\_  
 BHASED APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_  
 DATE \_\_\_\_\_