EAST CHINA SCHOOL DISTRICT
PURCHASE REQUISITION FORM

Form # 1010 01
Rev: July 2012

BUDGET YEAR:_____

VENDOR INFORMATION	
Company:	Attention:
Address:	Phone: Fax:
Requested by (Employee Name):	Purchase Card Transaction: ☐

_____

Employee Signature Date Administrator's Approval Date

Qty.	Item Number	Description of Materials or Service Requested	Acct. # to Charge to below	Unit Price	Total Price
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00

Please Note:
If you need more space to complete your order, please continue on the page below.
If you have a second page, the total cost of your purchase requisition will be reflected on page 2.

(Page 1) Subtotal			$ 0.00
Shipping & Handling ☐ *Check box*			$
(Page 1) Total Cost Requisition			$ 0.00

OFFICE USE ONLY				
R#:		P#::		
Account #1:	Account	#2:	Account	#3:

Qty.	Item Number	Description of Materials or Service Requested	Acct. # to Charge to below	Unit Price	Total Price
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
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			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
			Acct #1		$0.00
		(Page 1 & 2) Subtotal			$ 0.00
		Shipping & Handling ☐ *Please check box*			$
		Page 1 & 2 Total Cost/Requisition			$ 0.00

Print

Reset