REQUISITION

DATE: _____

WA-NEE COMMUNITY SCHOOLS
1300 NORTH MAIN STREET
NAPPANEE, IN 46550

REQUISITION NO. _____ VENDOR NO. _____ PURCHASE ORDER NO. _____

ACC'T NO'S. _____

OFFICE USE ONLY

I REQUEST THAT THE SUPPLIES OR EQUIPMENT LISTED BELOW BE PURCHASE FROM BOARD FUNDS. THE ITEMS LISTED ARE NEEDED FOR THE FOLLOWING REASON:

AMOUNT NEEDED	CATALOG NUMBER	DESCRIPTION-SIZE, COLOR, QUALITY, ETC.	UNIT COST	TOTAL COST
				$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

****TOTAL** $0.00

FAX NUMBER _____

ORDER FROM: _____

ADDRESS: _____

GIVE VENDOR NAME AND COMPLETE ADDRESS. IF SUPPLIES ARE TO BE ORDERED FROM MORE THAN ONE VENDOR, MAKE OUT ***SEPARATE REQUISITIONS FOR EACH VENDOR*** . AFTER APPROVAL BY THE PRINCIPAL AND SUPERINTENDENT, A PURCHASE ORDER WILL THEN BE ISSUED AND A PINK COPY WILL BE SENT TO YOUR SCHOOL OFFICE TO BE SIGNED BY YOU WHEN YOU HAVE RECEIVED THE ORDER. IF YOU SHOULD RECEIVE AN INVOICE WITH ORDER PLEASE SEND IT AND THE PACKING SLIP SIGNED BY YOU TO THE ADMINISTRATION OFFICE. ***IT'S VERY IMPORTANT THAT WE RECEIVE ALL PAPER WORK SO WE CAN PROCESS THE CLAIM.***

ITEMS REQUESTED ARE NEEDED BY: REQUESTED BY: _____

DATE: _____ PRINCIPAL: _____

FORM REVISED 9/14/2011 SUPERINTENDENT: _____