

REQUISITION

DATE: _____

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

VENDOR NO: _____

ACCOUNT NO: _____

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

QTY	ITEM NUMBER	DESCRIPTION	UNIT COST	TOTAL COST

FAX NUMBER _____

TOTAL _____

ORDER FROM: _____

ADDRESS: _____

GIVE VENDOR NAME AND COMPLETE ADDRESS. IF SUPPLIES ARE TO BE ORDERED FROM MORE THAN ONE VENDOR, **COMPLETE A SEPARATE REQUISITION FOR EACH VENDOR**. AFTER APPROVAL BY THE PRINCIPAL AND BUSINESS MANAGER, A PURCHASE ORDER WILL THEN BE ISSUED. THE 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 THE ORDER, PLEASE SEND IT AND THE SIGNED PACKING SLIP TO THE ADMINISTRATION OFFICE. **IT IS VERY IMPORTANT WE RECEIVE ALL PAPERWORK TO PROCESS THE CLAIM.**

DATE NEEDED BY: _____

REQUESTED BY: _____
PRINCIPAL: _____

BUSINESS MANAGER: _____