

6/2001

Office of the Superintendent
Unified School District 417
Council Grove, Kansas

PURCHASE REQUISITION

Date

Name

Vendor

Address

City

State

Zip

Ship to:

ACTION REQUESTED:

(Please check one)

Order

Pay Vendor

Was this preapproved by DO?

Yes

No

PRIORITY CODE

(Please code all items)

1 -Essential for Program

2 -Desired for Program

3 -Wanted/Not Essential

RETURNS

Resubmit in 60 days

Information not complete

Qty.	Catalog No. Model No.	Color Size	Description	Price	Total	Priority
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00	<input type="checkbox"/>

Presented to:

10% Freight Charge

Principal _____

Total \$0.00

Approved by:

Acct #

Superintendent _____

Note: This Purchase Requisition must be signed by the Principal concerned before being submitted to the Superintendent for approval.