

INSTRUCTIONS: 1) TYPE OR PRINT CLEARLY.
 2) PRINT YOUR NAME BELOW YOUR SIGNATURE.
 3.) BE REALISTIC IN DELIVERY REQUIREMENTS.
 4) PROVIDE COMPLETE ITEM DESCRIPTION.

5) ESTIMATED PRICES AND ACCEPTABLE
 % OF INCREASE MUST BE SHOWN.
 6) REQUISITION MUST BE SIGNED BY
 REQUISITIONER AND DEPARTMENT HEAD.

REQUISITION ONLY

**PENDLETON COUNTY SCHOOLS
 PURCHASE REQUISITION**

PAGE _____ OF _____
 FOR _____
 DEPT. _____

DATE: _____

PURCHASE ORDER NO. _____

CHARGE TO BUDGET ACCT: _____

DELIVERY ADDRESS: _____

VENDOR:

VENDOR NO _____

E-Mail or Web Address _____

VENDOR FAX NO. _____

VENDOR TELEPHONE NO. _____

QUAN.	U/M	CATALOG #	COMPLETE ITEM DESCRIPTION	UNIT	TOTAL

PLEASE ALLOW IN YOUR BUDGET AT LEAST 7% FOR POSTAGE

CIRCLE THE MAXIMUM PRICE INCREASE YOU WILL ACCEPT OVER YOUR ESTIMATE

5% - 10% - 15% **NONE OTHER** _____

REQUISITIONED BY: _____

DATE APPROVED: _____

U/M - UNIT OF MEASURE

 Signature of Approval

 Other