

FARWELL I.S.D.
PURCHASE REQUISITION

DATE: _____

PERSON REQUESTING PURCHASE: _____

VENDOR: (WHO ARE WE PAYING) _____

Check here if you need a COPY OF YOUR PO: _____

CHECK - date you will pickup: _____
Hobby Lobby- date you will pickup: _____
Walmart Card- date you will pickup: _____
CITI BANK - date you will pickup: _____

FAX _____

WEBSITE _____

******PO REQUESTS TAKE UP TO 7 DAYS TO PROCESS******

ACCOUNT NUMBER _____

REASON _____

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	TOTAL
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

Shipping & Handling _____

PLEASE COMPLETE ALL INFORMATION NEEDED TO PROCESS INCOMPLETE REQS WILL BE PLACED ON HOLD UNTIL FULLY COMPLETED. Total Amount 0.00

YOUR CAMPUS REQUISITION CLERK/ OR CAMPUS SECRETARY WILL RECEIVE YOUR APPROVAL MAKE A COPY FOR YOURSELF IF NEEDED AND SEND THE ORIGINAL PAPERWORK TO ADMIN OFFICE

IMPORTANT INSTRUCTIONS TO VENDOR

This is not valid unless accompanied by approved, signed purchase order.

For Office Use Only:
Approved Purchase Order Number : _____
Check Number : _____

Date Approved: _____
Approved by Principal: _____