



# Woodville Union School District Requisition

(This is not a Purchase Order)

DATE: \_\_\_\_\_  DISTRICT  STUDENT BODY

REQUESTED BY: \_\_\_\_\_ VENDOR NO. \_\_\_\_\_

VENDOR \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX NO. \_\_\_\_\_

CITY, STATE, & ZIP CODE \_\_\_\_\_ PO NO. \_\_\_\_\_

## INSTRUCTIONS

<input type="checkbox"/> Return PO to Requestor	<input type="checkbox"/> Email PO to:	<input type="checkbox"/> Fax PO to:
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**SOURCE OF FUNDING:** \_\_\_\_\_

~ Business Office Use ~

Fund	Resource	Year	Goal	Function	Object	Site	Type	Amount
								\$
								\$
								\$

QUANTITY	UNIT	ITEM NO.	DESCRIPTION	UNIT COST	EXTENSION

**Attach All Necessary Documentation:**

Quote from Vendor  Item Description Printout

SUB-TOTAL \_\_\_\_\_  
 SALES TAX \_\_\_\_\_  
 SHIPPING 10% \_\_\_\_\_  
 TOTAL ESTIMATED COST \_\_\_\_\_

**APPROVED BY**

\_\_\_\_\_  
 REQUESTOR

\_\_\_\_\_  
 SITE ADMINISTRATOR