SWEENY JUNIOR HIGH SCHOOL
REQUISITION REQUEST/PURCHASE ORDER

To Be Completed by Orginator/Teacher	**To Be Completed By Office**
DATE:	REQUISITION#:
ORIGINATOR/TEACHER:	VENDOR#:
SUPPLIER:	PURCHASE ORDER#:
ADDRESS:	SHIP CODE: ELS ☐ SES ☐
CITY & STATE	ELS (MAG & PERIODICALS) SES (PACKAGES)
AREA CODE & PHONE #	COMPUTER IMPUT PERSON:
FAX #:	DATE SUBMITTED:
ORDERED BY: ☐ PHONE ☐ FAX: ☐ MAIL ☐ OTHER(describe):	APPROVED BY:

To Be Completed By Office

FUND	FUNC.	OBJ.	SUB. OBJ.	ORG. NO.	PUP POP	PROG	ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
199				104							

Is your order

SUPPLIES ☐ OR WORKBOOKS ☐ NO BACKORDERS OR SUBSTITUTIONS

SHIPPING & HANDLING:

TOTAL:

SPECIAL INSTRUCTIONS/COMMENTS:

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SUBMIT BUTTON