PURCHASING REQUISITION

Use this form to request an order be created or to hold funds for services that have not yet been provided.

District Office Use Only	
Purchase Order #:	
Requisition #:	
Date Entered:	
Account Code:	

Requesting Employee: _____ Date: _____

School Site: _____ Dept: _____

Funding Notes (grants, etc): _____

PO to be sent to vendor via: ❑ Mail ❑ Fax ❑ Order Online ❑ Return to requesting employee, do not send to vendor

Vendor Info	

Deliver To	

Quantity	Item Number	Description	Price per Item	Extended Price

NOTES:

- Tax applies to all purchases, even if no tax is accounted for in quote.
- Must note funding information at top of requisition or ordering will be delayed.
- All signatures must be present or requisition will be returned to requestor.
- Please allow up to 10 business days for processing before order may be placed.

Subtotal:	
Tax:	
Shipping:	0.00
Estimated Total:	

_____ _____ _____

Requesting Employee *Department Head* *Site Administrator*

Return to Elke Proscher at the District Office, ext. 10008 or elkeproscher@auhsd.net

Revised 7/2018

Submit