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| TIOGA INDEPENDENT   SCHOOL DISTRICT PO BOX 159 · TIOGA, TX 76271  Phone: 940.202.2536 · Fax: 940.202.2587 | PURCHASE REQUISITION |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | VENDOR NAME | Click here to enter text. | | STREET ADDRESS |  | | CITY, STATE, ZIP |  | | FAX # |  | | PHONE # |  | |  | |  |  | | --- | --- | | DATE |  | | DATE NEEDED |  | | DELIVER TO |  | | CAMPUS | Click to choose a campus/dept. | | PERSON REQUESTING |  | | | |

Comments: *Enter any comments here.*

For auto calculation and updates of totals and grand total, right-click on the $0.00 and click “Update Field”.

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| CATALOG NUMBER | | QTY | | DESCRIPTION | | | | | | UNIT PRICE | TOTAL | |
|  | | Click here to enter text. | | Click here to enter text. | | | | | | Click here to enter text. | $ 0.00 | |
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| Shipping and Handling | | | | | | | | | | |  | |
| *(for auto calculation and updates of totals and grand total, right-click on the $0.00 and click “Update Field”)* **GRAND TOTAL** | | | | | | | | | | | **$ 0.00** | |
| 1. **Complete & attach quote or supporting documentation.** 2. **Get campus principal or supervisor’s approval.** 3. **Make a copy for your records.** 4. **Submit to Sondra Hall in the Business Office for processing.** | | |  | |  | Requestors Signature:  Principal/Supervisor Approval: | | | | | | | |
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| FUND | FUNCTION | | OBJECT | | SUB-OBJECT | | ORGANIZATION | FY | PROGRAM | | | AMOUNT | |
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