|  |  |
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|  TIOGA INDEPENDENT  SCHOOL DISTRICT PO BOX 159 · TIOGA, TX 76271 Phone: 940.202.2536 · Fax: 940.202.2587 | PURCHASE REQUISITION |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| --- | --- |
| VENDOR NAME | Click here to enter text. |
| STREET ADDRESS |    |
| CITY, STATE, ZIP |   |
| FAX # |   |
| PHONE # |   |

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|  |  |
| --- | --- |
| DATE |   |
| DATENEEDED |   |
| DELIVER TO |   |
| CAMPUS | Click to choose a campus/dept. |
| PERSON REQUESTING |   |

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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”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATALOGNUMBER | QTY | DESCRIPTION | UNIT PRICE | TOTAL |
|   | Click here to enter text. | Click here to enter text. | Click here to enter text. | $ 0.00 |
|   |   |   |   | $ 0.00 |
|   |   |   |   | $ 0.00 |
|   |   |   |   | $ 0.00 |
|   |   |   |   | $ 0.00 |
|   |   |   |   | $ 0.00 |
|   |   |   |   | $ 0.00 |
|   |   |   |   | $ 0.00 |
|   |   |   |   | $ 0.00 |
| 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 |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |