

**TIOGA INDEPENDENT
SCHOOL DISTRICT**

PO BOX 159 · TIOGA, TX 76271
Phone: 940.202.2536 · Fax: 940.202.2587

PURCHASE REQUISITION

VENDOR NAME	
STREET ADDRESS	
CITY, STATE, ZIP	
FAX #	
PHONE #	

DATE	
DATE NEEDED	
DELIVER TO	
CAMPUS	
PERSON REQUESTING	

Comments: _____

CATALOG NUMBER	QTY	DESCRIPTION	UNIT PRICE	TOTAL
Shipping and Handling				
GRAND TOTAL				

- 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: _____

FUND	FUNCTION	OBJECT	SUB-OBJECT	ORGANIZATION	FY	PROGRAM	AMOUNT