WATONGA PUBLIC SCHOOL
GENERAL FUND REQUISION FORM
FY 2018

Vendor_____Date_____PO#_____

Address_____Requested by_____

City_____State_____ Zip_____

Fill in all information and submit to your supervisor. Use a separate requisition for each vendor. All purchase must be approved in advance by your supervisor/principal and the business office. No purchases are to be made without a purchase order assigned by the business office.

Quantity	Page No.	Catalog No.	Description	Unit Cost	Total Cost

Approval:

Principal_____**Date**_____

Superintendent_____**Date**_____