



Bloom-Carroll Local School District
REQUISITION FORM

Treasurer's Office Use Only

Date
Fund

This is NOT a Purchase Order

Purchase Order No.
Vendor No.

Company/Vendor		
Address (number, street, apt/suite no.)	City, state and ZIP code	
Phone Number	Fax Number	
Requested By	Building/Department	Grade

NOTE: Each company must have a separate requisition. Be specific when submitting a requisition.

1. Provide complete description
2. If textbook(s), include catalog number, copyright date
3. List price of all items
4. **ESTIMATE SHIPPING/HANDLING COSTS, be sure to add this to the order total**
5. COMPLETE EXTENSIONS (Unit Price and Total Price) Quantity x Unit Price = Total Price

QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
TOTAL (including shipping)				

**CHECK HERE IF YOU WILL CALL/FAX/EMAIL THIS ORDER TO THE VENDOR.
 IF NOT CHECKED, THE PURCHASE ORDER WILL BE MAILED TO THE COMPANY.**

FUND	FUNCTION	OBJECT	SPCC	SUBJECT	OPU	IL	JOB	AMOUNT

Requested By	Date
Approved (Superintendent)	Date

Approved (Supervisor/Principal)	Date
Approved (Treasurer)	Date