REQUISITION FORM

Tunkhannock Area School District

Date _____
Bldg _____
Dept _____

Account Code: _____
Requisitioned By: _____

Vendor:

_____
_____
_____
_____

Special Instructions:

(PLEASE CHECK ONE)

- ☐ 432 - Purchased Service
- ☐ 450 - Construction Service
- ☐ 550 - Printing & Binding
- ☐ 610 - General Supplies
- ☐ 618 - Software (non instr)
- ☐ 640 - Textbooks
- ☐ 641 - Subscriptions
- ☐ 642 - Workbooks
- ☐ 650 - Software (instr)
- ☐ 751 - New Equip (non cap)
- ☐ 761 - Replace Eq (non cap)
- ☐ 810 - Dues & Fees
- ☐ ___ - Other (Specify)

Quantity	Unit Of Measure	Item# / Description	Unit Price	TOTAL
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			SUBTOTAL	$ -
			Add 10% Freight	$ -
			TOTAL	**$ -**

PO Number: _____

Req Number: _____

Approved
Principal: _____ Date: _____

Denied
Principal: _____ Date: _____

Funds Available? ☐ Yes ☐ No