

Clarksburg School

Purchase Requisition Form

VENDOR	
Date Requested	
Requested By	

All information must be completed prior to approval!

Quantity	Item	Description (Quote Proposal should be attached)	Unit Price	Total

Account Number	
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Subtotal	
Shipping	
Miscellaneous	
Balance Due	

Please complete form and place in principal's mailbox.

NOTHING can be ordered until you are given a purchase order number.

Approved by Principal	
Purchase Order #	