Disclaimer: No purchases can be made prior to Purchase Order approval & execution. Originator can be liable for any unapproved purchases.

Clear Form

PAULDING EXEMPTED VILLAGE SCHOOLS
PURCHASE REQUISITION FORM

Company: _____ PO# _____

Address: _____

City: _____ State: _____ Zip: _____

☐ ☐ Special Instructions: REQUIRED – What do you want done with your PO? ☐ ☐

☐ Return PO to Originator – Originator will order

☐ Other/Notes _____

Quantity	Unit	Catalog No	Description	Unit Price	Amount
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
	EA				$ 0.00
				SHIPPING	
				TOTAL	$ 0.00

Requested by: _____ Date: _____

To be used for: _____

Suggested coding: ☐☐☐-☐☐☐☐-☐☐☐-☐☐☐☐-☐☐☐☐☐☐-☐☐☐-☐☐

Fund Function Object SCC Subject OPU Job

SUPERVISOR

☐ Approved ☐ Disapproved

Initials _____ Date _____

SUPERINTENDENT

☐ Approved ☐ Disapproved

Initials _____ Date _____