Shidler Public Schools
General Fund Requisition Form

Text Book _____
Library Books _____
Instructional Supplies _____
Maintenance Supplies _____
Custodial Supplies _____
Transportation _____
Office _____
Other _____

1. Teacher or employee making request: _____
2. Building Principal's approval: _____
3. Warrant to be made payable to: _____
4. Date requested: _____
5. Purchase Order number: _____
6. Date ordered: _____

# of Items	Description/Justification	Unit Cost	Total Cost

Order Placed By:

Fax ___
Telephone ___
In Person ___
Other Explain _____

Authorization:_____

Date approved:_____