

NOTHING MAY BE ORDERED OR PURCHASED WITHOUT AN APPROVED P.O. NUMBER
ACTIVITY ACCOUNT ONLY!

FORGAN PUBLIC SCHOOL
BOX 406
FORGAN, OKLAHOMA 73938

REQUISITION

SCHOOL YEAR _____

REQUISITIONED BY _____

PURPOSE _____

VENDOR _____

PHONE NUMBER _____ FAX NUMBER _____

PLEASE GIVE ACCURATE PRICES AND INCLUDE SHIPPING AND HANDLING FEES

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CODE _____

PURCHASE APPROVED _____

PURCHASE NOT APPROVED _____

DATE APPROVED _____

SIGNED _____

P.O.# _____

KEEP A COPY OF YOUR REQUISITION FOR YOURSELF. AFTER YOUR PURCHASE IS APPROVED YOU WILL BE NOTIFIED OF THE P.O. NUMBER AND MAY THEN PLACE THE ORDER. ORDER ALL ITEMS WITH AN ATTENTION LINE TO YOURSELF AND WITH THE P.O. NUMBER. WHEN THE ITEMS ARRIVE CHECK THE INVOICE (OR PACKING SLIP) AGAINST YOUR COPY OF THE REQUISITION. WRITE THE P.O. NUMBER ON THE INVOICE; THEN SIGN THE INVOICE AS RECEIVED, NOTING ANY DISCREPANCIES, AND SEND THE INVOICE TO THE SUPERINTENDENT'S OFFICE.