

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT

Fabius, New York 13063

REQS

Building: Elementary
 Middle School
 High School
 Districtwide
 Bus Garage

Purchase Requisition

2024-2025

EMPLOYEE/
REQUISITIONER
NAME (PRINT) _____

Subject/Grade _____

Product Type: Instructional Supplies Library Books Computer Software
 General Supplies Library/AV Computer Supplies

===== (ONE VENDOR PER REQUISITION) =====

VENDOR NAME: _____ Telephone: _____

Address: _____ FAX #: _____

Email & Web Address: _____ Sales Rep: _____
 (if applicable)

Quantity	Description of Item	Catalog Page #	Item #	Unit		Extended	
				\$ Cost	\$	\$ Total	\$
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Signature: _____ Date: _____ Page #1 Total _____
 Employee's/Requisitioner's Signature

Signature: _____ Date: _____ Page #2 Total _____
 Employee's Supervisor's Signature

Signature: _____ Date: _____ Subtotal _____
 Purchasing Agent's Signature

10% Ship/ Handl. _____
TOTAL _____

Business Office Use

Account # _____ Date _____

Vendor # _____ P.O. # _____