## NORTH FORK LOCAL SCHOOL DISTRICT

## Requisition

## SUBMIT ALL REQUISITIONS THROUGH YOUR BUILDING PRINCIPAL OR DEPARTMENT SUPERVISOR. *KEEP A COPY FOR YOUR RECORDS*

Requisitioned By:	Vendor Name:		
Building/Subject Area/Grade Level:	Vendor Number:		
Date:	Vendor Address:		
Purchase with School Fees: Y N	Vendor City, State, Zip:		
Quote # (please attach quote):	Vendor Phone Number:		
Vendor Contact Name:	Vendor Contact e-mail address:		
I will place order	Treasurer's Office will place order		

		QUANTITY	PRICE PER EACH	AMOUNT
NUMBER	(If texts, exact title, author, copyright date, etc)			

## BE SURE SHIPPING & HANDLING IS INCLUDED IN YOUR QUOTE!

Cost of Materials:	
Discount:	
Subtotal:	
Shipping/Handling:	
Order Total:	

ACCT	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	AMOUNT
1									
2									
3									
4									
5									
6									