

## School District of Cornell General Requisition

Date \_\_\_\_\_

School Year \_\_\_\_\_

Name \_\_\_\_\_

Function # \_\_\_\_\_ OBJ # \_\_\_\_\_

Vendor Name \_\_\_\_\_

Vendor Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Phone \_\_\_\_\_

FAX # \_\_\_\_\_

<b>APPROVAL</b>	
Accounting	_____
Principal	_____
Supt	_____

<b>Office Use Only</b>	
Vendor #	_____
Requisition #	_____
P. O. Total \$	_____

Quantity	Each, Pkg, Doz.	Catalog Number	Description	Unit Cost	Total Cost
<b>Sub-Total</b>					
<b>Shipping &amp; Handling</b>					
<b>Total</b>					