

FREDERICK PUBLIC SCHOOL



District I-158
817 N. 15th
Frederick, Oklahoma 73542

A Purchase Order # is required BEFORE an order may be placed!

**GENERAL FUND
PURCHASE REQUISITION**

Requested By: _____ Date: _____
 Subject: _____ Grade: _____
 Location: HS MS ELEM PB CAFÉ BUS DIST.
 Vendor Name: _____ Phone: _____
 Address: _____
 City: _____ State: _____ ZIP: _____

Qty	Description	Unit Cost	Amount

Have the requested items been ordered or picked up?
 YES NO

Total: _____
 Shipping/Handling: _____
 Grand Total: _____

Does the Office need to place this order?
 YES NO

Requested By: _____ Date: _____
 Approved By: _____ Date: _____
 Principal
 Approved By: _____ Date: _____
 Superintendent

Business Office Use:
 PO #: _____
 PO Date: _____
 Ordered By: _____
 Order Date: _____
 Vendor #: _____
 Code: _____

ATTENTION: Please sign and date when items are received on packing slip or invoice and return to the Administration Office.