NEW LEBANON CENTRAL SCHOOL DISTRICT

GENERAL REQUISITION FORM

Use a separate sheet for each supplier. Please print all information

NAME: _____ GRADE: _____ DATE: _____

Supplier: _____

Address: _____
_____

Telephone Number: _____
Facsimile Number: _____

Qty.	Unit	Catalog No.	Item Description	Unit Cost	Total Cost

Note: All equipment will be bid or purchased from NYS contracts. If requisition was prepared from catalog, please attach catalog photo and complete description.

FOR OFFICE USE ONLY

PO# VENDOR #

Approved:
Principal

Purchasing Agent/
Superintendent

Budget Code:

Amount:

15% Shipping:

Total:

Signature of Requisitioner: