

FABIUS-POMPEY CENTRAL SCHOOL DISTRICT

REQS

Fabius, New York 13063

REQS

Building: Elementary ___
 Middle School ___
 High School ___
 Districtwide ___
 Bus Garage ___

Purchase Requisition

2022-2023

Program: General ___
 CSE ___
 Athletics ___

 Funding: Federal ___
 Grant ___

EMPLOYEE NAME _____ 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 Address: _____ Sales Rep: _____
 (if applicable)

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

Approvals: _____
 Employee's Supervisor

 Purchasing Agent

Page #1 Total _____
 Page #2 Total _____
 Subtotal _____
 10% Ship/Hand _____
TOTAL _____

Business Office Use

Account # _____ Date _____
 Vendor # _____ P.O. # _____