

**FABIUS-POMPEY CENTRAL SCHOOL DISTRICT**

**REQS**

**Fabius, New York 13063**

**REQS**

Building: Elementary   
 Middle School   
 High School   
 Districtwide   
 Bus Garage

<p><b>Purchase Requisition</b></p> <p><b>2023-2024</b></p>
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EMPLOYEE NAME \_\_\_\_\_ Subject/Grade \_\_\_\_\_

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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** \_\_\_\_\_

<b>Business Office Use</b>	
Account # _____	Date _____
Vendor # _____	P.O. # _____