

### Requisition/ Purchase Order

<b>MUNIS PO DATE:</b>	<b>TAX EXEMPT#</b> B-633	<b>MUNIS PURCHASE ORDER #:</b>
<b>REQUISITION DATE:</b>		<b>REQUISITION #:</b>
Will the board credit card be used for purchase? If so, circle the appropriate card name. <b>VISA OR MASTERCARD</b>		List the last 4 digits of the appropriate credit card number:
<b>NAME OF PERSON USING THE CHARGE CARD:</b>		
If placing an order thru Amazon, please list the email address associated with the Amazon account.		
Email address:		
<p><b>IMPORTANT:</b> I request permission to use the board credit card to procure supplies or pay for travel expenses as approved by separate documentation, which is in my possession.</p> <p>I understand that disciplinary action may result from my use of the credit card when its use violates board policy or purchasing procedures.</p> <p>I agree to be personally liable for any charges on the card for which I have not obtained prior approval before making said charges. I further agree I will promptly reimburse the school district upon notification that a charge made by me has been determined to be inappropriate, made without prior approval, or otherwise determined to be my responsibility. The school district may withhold said funds from my paycheck at their option.</p>		
<b>PROCUREMENT (Choose One):</b> <b>BID</b> <b>NEGOTIATION</b> <b>SINGLE SOURCE</b> <b>STATE PRICE CONTRACT</b> <b>QUOTE</b>		
Vendor Name: _____	SHIP TO: _____	
Contact Person: _____	_____	
Address: _____	_____	
City/State/Zip: _____	BILL TO: _____	
Phone Number: _____	_____	
Fax Number: _____	_____	

PLEASE COMPLETE THE BELOW DETAILS.		FUNDING SOURCE					
ITEM NO.	DESCRIPTION	Org. Code	Obj. Code	Project Code	QTY	UNIT COST	TOTAL AMOUNT

<b>APPROVALS:</b> By signing below, I authorize this order and have verified there are sufficient funds available for this purchase. Hand-written signatures and date <b>ONLY</b> .	<b>SUBTOTAL</b>	\$
	Shipping Charges	
	Handling Charges	
	<b>TOTAL DUE</b>	\$
<b>ORDERED BY</b> (Person(s) completing the Requisition/Purchase Order)		

<b>APPROVED BY</b> (Building Principal/Supervisor/Designee)	<b>Date Approved</b>	Review/Revised: 6/15/20
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