

Lauderdale County School System  
**PURCHASE REQUISITION**

<b>DATE:</b>	
<b>SCHOOL:</b>	
<b>VENDOR</b>	<b>DELIVER TO:</b>
<b>VENDOR #:</b>	<b>ATTENTION:</b>
<b>VENDOR NAME:</b>	<b>DEPT/SCHOOL:</b>
<b>ADDRESS:</b>	<b>ADDRESS:</b>
<b>PHONE #:</b>	
<b>FAX:</b>	

Requisitions Must Be Printed Or Typed

FUND	FUNCTION	OBJECT	LOCATION	PROGRAM
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Item No.	Catalog No.	Description (Detailed)	Quantity	Unit Price	Total Price

<b>SHIPPING AND HANDLING CHARGES</b>	
<b>TOTAL</b>	

<b>COMMENTS:</b>  _____ _____ _____ _____ _____	<b>AUTHORIZED SIGNATURES</b>  _____ Person Making Request  _____ Principal/Dept. Head  _____ Purchasing Agent
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