Geneva City Board of Education
511 Panther Drive
Geneva, AL 36340

Phone: (334) 684-1090 Fax: (334) 684-3128

COMBINATION REQUISITION AND PURCHASE ORDER

REQUISITION

To the Superintendent: Please purchase the items listed below for Name of School

School or Department

Signed: _____ Date: _____

VENDOR

_____

_____

_____

_____

_____

SHIP TO Name of School

Teacher Name

Shipping Address

Geneva, AL 36340

334-684-1090

Invoice to: Geneva City Board of Education
511 Panther Drive
Geneva, AL 36340

Order NO. _____

This number must appear on all invoices

QTY	Item and Description	UNIT PRICE	TOTAL
			$ 0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
		TOTAL	**$** 0.00

Authorized By_____ **Chief School Financial Officer**

Authorized By_____ **Superintendent of Education**

Fund: _____ **General Ledger Code:**

Teacher: Teacher Name

Purchase Order: _____